Introduction

Course Goals

The goals for this course are for you to:

- Become familiar with the SAM II Quick Vendor Invoice (VIQ) document and its uses.
- Become familiar with the reference tables related to the SAM II Quick Vendor Invoice (VIQ) document.
- Become familiar with the inquiry tables related to the SAM II Quick Vendor Invoice (VIQ) document.
- Become proficient at processing SAM II Quick Vendor Invoice (VIQ) documents.

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Data Cards

On each of the terminals, you will find a data card. The information on the data card will be used for some of the hands-on exercises in the class. When completing exercises, this information will be used in place of the *Provided by Instructor* literal. This information will be used for training purposes only.

Purchasing Overview

Topic Objectives

After completing this topic, you will:

- Understand the basic purchasing process and lifecycle as it relates to SAM II.

Purchasing Processes

The SAM II Extended Purchasing System (EPS) is designed to provide operational support for the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) as well as departmental/agency users. The system is designed to aid users with the requisition, purchasing, receiving, invoicing, and payment process. The purchasing system allows you to enter documents to pre-encumber, encumber, and establish price agreements (contracts) within the system. These documents include requisitions, purchase orders, and orders against contracts. A receiver document records the receipt of goods or services and a vendor invoice document records the vendor's request for payment. This course covers the SAM II Quick Vendor Invoice (VIQ) document.

A summary of the characteristics and uses of each of the SAM II document types is provided on the following pages. Detailed information about each document type is covered in their respective document-specific classes.

Requisitions (RXQ, NR)

- Request to procure goods or services
- Represents an informal commitment to make a purchase
- Used by agencies to begin the procurement process for goods and/or services that are *outside* their local purchasing authority (purchases equal to or greater than $25,000 for most agencies)
- Pre-encumbrance of funds (RXQ)

Purchase Orders (PCQ, PCT, PDQ, SCS, PGQ, SC)

- Used to procure goods and/or services from an outside vendor
- May be used to order goods and/or services off of an existing price agreement (contract) (PGQ and SC only)
- Used for goods and/or services that are within an agencies local purchasing authority (purchases less than $25,000 for most agencies) (PDQ and SCS only)
- Represents a formal commitment to make a purchase
- Encumbrance of funds

Receivers (RC)

- Used to record the receipt of goods received or services rendered from a vendor
- No accounting effects

Vendor Invoices (VIQ)

- Used to record the request for payment from a vendor for goods delivered or services rendered
- No accounting effects

Payment Vouchers (MP, P1, PV, PVA, PVQ, PVS, PVV)

- Used to authorize the spending of money to pay for goods that have been ordered, received, and/or invoiced
- If referencing a purchase order, the encumbrance is reversed
- Creates an expenditure accounting entry
- Initiates the creation of either a check or an electronic funds transfer

Life Cycle

The following table provides a brief overview of the purchasing events as they are tracked in SAM II.

Action	Request for Procurement	Purchase commitment	Receiving	Vendor requests payment	Payment Request
Transaction	Requisition (RXQ, NR)	Purchase Order (PCQ, PCT, PDQ, PGQ, SC, SCS)	Receiver (RC)	Vendor Invoice (VIQ)	Payment Voucher (MP, P1, PV, PVA, PVQ, PVS, PVV)
Accounting Event	Pre-Encumbrance (RXQ only)	Encumbrance	None	None	Expenditure
Non-Accounting Event	Vendor and Commodity Tracking	Vendor and Commodity Tracking	Vendor and Commodity Tracking	Vendor Terms Tracked	Vendor Payment and Commodity Tracking

Review and Skill Check

Put the steps below in the correct sequence in the purchasing process:

___ Purchase Order document is processed.

___ Payment Voucher document is processed.

___ Purchase Requisition document is processed.

___ Vendor Invoice document is processed.

___ Receiver document is processed.

Vendor Invoice Reference Tables

Topic Objectives

After completing this topic, you will:

- Be familiar with the main SAM II reference tables that are related to Quick Vendor Invoice (VIQ) documents.

Commodity Reference Tables

SAM II procurement functionality is based on the identification of goods and services by a commodity code classification structure. SAM II procurement transactions require use of a structured commodity code. The State of Missouri assigns codes based on the National Institute of Governmental Purchasing's (NIGP) commodity code structure. This commodity code structure provides a standardized identification scheme for individual items that allows for the association of details about a particular item with each of the commodity codes.

Commodity codes may be 5, 7, or 10 digits in length. Agencies will primarily use a 5-digit code, which consists of a 3-digit class code plus a 2-digit sub-class code. However, more detailed codes (i.e., 7-digit and 10-digit codes) will be added to the commodity code database as necessary. For example, commodities used by the Inventory Control subsystem are 10 digits long.

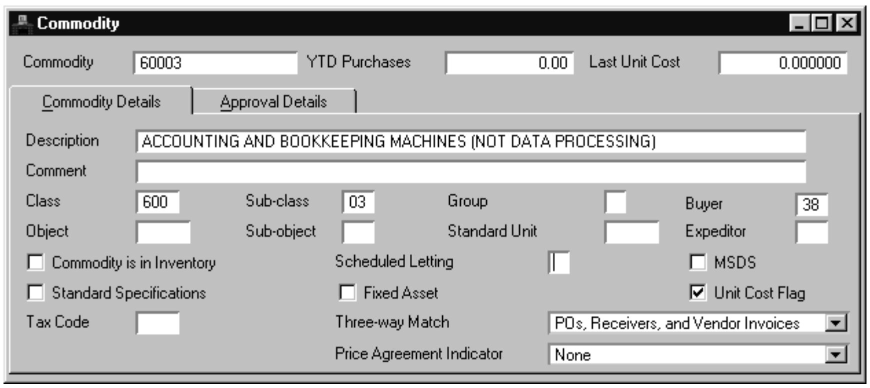
The Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) is responsible for maintaining the commodity code database. Agencies will have inquiry access only to most of the commodity code tables. Agencies can request additions, modifications, or deletions of commodity codes by submitting a request to OA/DPMM. For more information on submitting changes to SAM II tables, refer to the *SAM II Table Inquiry and Maintenance* class.

Commodity codes on referencing Quick Vendor Invoice (VIQ) documents are inferred from the referenced purchase order. For non-referencing VIQ's, commodity codes must be entered.

The following pages introduce you to the commodity reference tables listed below:

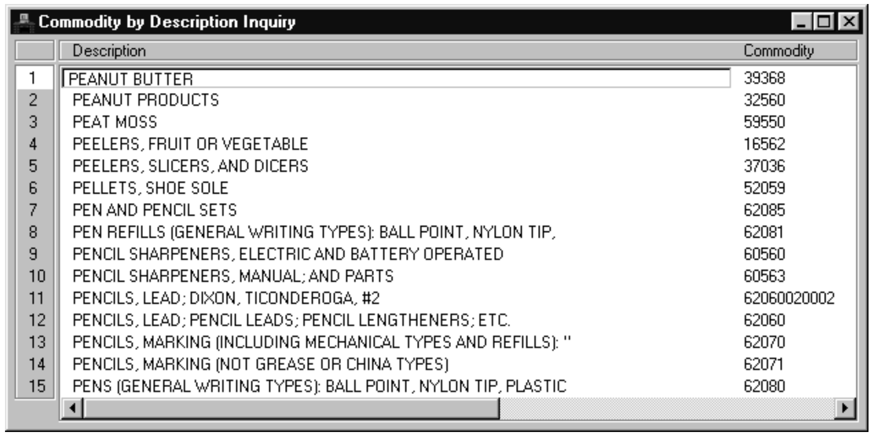
- Commodity (COMT)
- Commodity by Description Inquiry (CODX)
- Commodity Index (COMM)

Commodity (COMT)



Commodity (COMT) defines the valid commodity codes that are used to classify goods and services. The class and sub-class hierarchy is defined on this table. Information related to previous purchases, inventory, approvals, and Three-Way Match (discussed later) is also recorded on COMT. OA/DPMM is responsible for maintaining the commodity code database. Agencies will have inquiry access only to COMT.

Commodity by Description Inquiry (CODX)

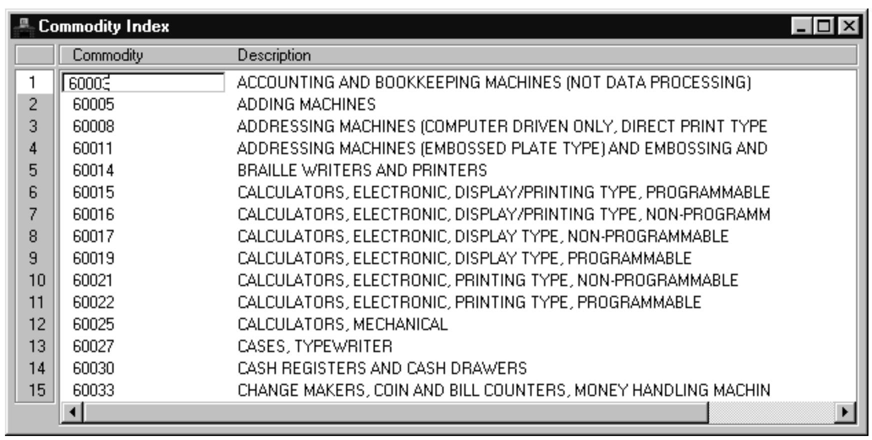


Commodity by Description Inquiry

	Description	Commodity
1	PEANUT BUTTER	39368
2	PEANUT PRODUCTS	32560
3	PEAT MOSS	59550
4	PEELERS, FRUIT OR VEGETABLE	16562
5	PEELERS, SLICERS, AND DICERS	37036
6	PELLETS, SHOE SOLE	52059
7	PEN AND PENCIL SETS	62085
8	PEN REFILLS (GENERAL WRITING TYPES): BALL POINT, NYLON TIP,	62081
9	PENCIL SHARPENERS, ELECTRIC AND BATTERY OPERATED	60560
10	PENCIL SHARPENERS, MANUAL; AND PARTS	60563
11	PENCILS, LEAD; DIXON, TICONDEROGA, #2	62060020002
12	PENCILS, LEAD; PENCIL LEADS; PENCIL LENGTHENERS; ETC.	62060
13	PENCILS, MARKING (INCLUDING MECHANICAL TYPES AND REFILLS): "	62070
14	PENCILS, MARKING (NOT GREASE OR CHINA TYPES)	62071
15	PENS (GENERAL WRITING TYPES): BALL POINT, NYLON TIP, PLASTIC	62080

Commodity by Description Inquiry (CODX) provides a summary of the valid commodity codes defined on COMT. However, since CODX is sorted by description, it can be useful in searching for commodity codes when the actual code is not known. CODX is updated when a commodity is added, changed, or deleted on COMT.

Commodity Index



Commodity Index

	Commodity	Description
1	60003	ACCOUNTING AND BOOKKEEPING MACHINES (NOT DATA PROCESSING)
2	60005	ADDING MACHINES
3	60008	ADDRESSING MACHINES (COMPUTER DRIVEN ONLY, DIRECT PRINT TYPE
4	60011	ADDRESSING MACHINES (EMBOSSED PLATE TYPE) AND EMBOSSING AND
5	60014	BRAILLE WRITERS AND PRINTERS
6	60015	CALCULATORS, ELECTRONIC, DISPLAY/PRINTING TYPE, PROGRAMMABLE
7	60016	CALCULATORS, ELECTRONIC, DISPLAY/PRINTING TYPE, NON-PROGRAMM
8	60017	CALCULATORS, ELECTRONIC, DISPLAY TYPE, NON-PROGRAMMABLE
9	60019	CALCULATORS, ELECTRONIC, DISPLAY TYPE, PROGRAMMABLE
10	60021	CALCULATORS, ELECTRONIC, PRINTING TYPE, NON-PROGRAMMABLE
11	60022	CALCULATORS, ELECTRONIC, PRINTING TYPE, PROGRAMMABLE
12	60025	CALCULATORS, MECHANICAL
13	60027	CASES, TYPEWRITER
14	60030	CASH REGISTERS AND CASH DRAWERS
15	60033	CHANGE MAKERS, COIN AND BILL COUNTERS, MONEY HANDLING MACHIN

Commodity Index (COMM) provides a summary of the valid commodity codes defined on COMT. COMM lists each commodity, sorted by code, and the associated description. This table is updated when a commodity is added, changed, or deleted on COMT.

Vendor Reference Tables

Vendor tables are used to define values for vendors, organizations, or individuals from which you wish to purchase goods and/or services. You can also request miscellaneous vendor codes to use for one-time or infrequently used vendors.

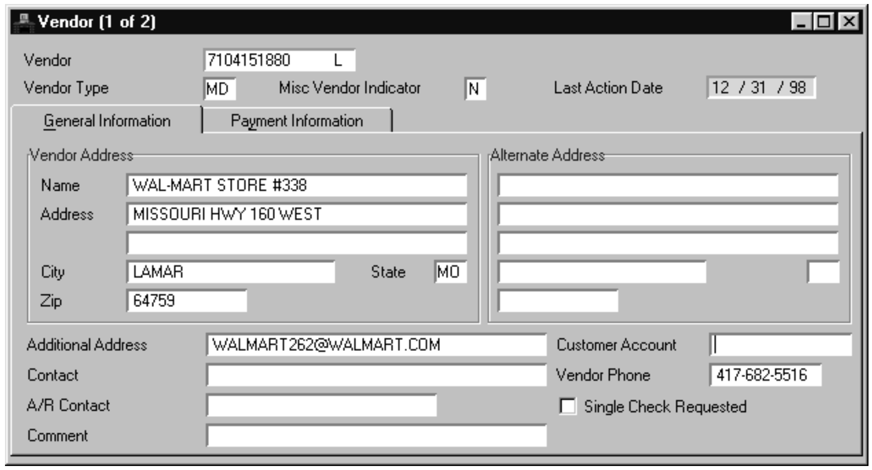
In SAM II, every vendor has a unique identifier referred to as a vendor code. The vendor code is a number consisting of the vendor's tax identification number (TIN) followed by a '0' in the eleventh digit. An alternate address indicator, in the eleventh digit, is used to distinguish a vendor with multiple addresses. Each primary (initial) vendor code will have '0' as the alternate address indicator. OA Accounting (OA/ACC) will assign sequential numbers for each subsequent alternate address, using 1-9 first. If there are more than 10 addresses for a vendor, alpha characters will then be assigned in sequence (A-Z). If there are more than 36 addresses for a vendor, the tenth digit of the vendor code will be incremented by one and the alternate address field incremented sequentially by one again.

Vendor codes are required on all Quick Vendor Invoice (VIQ) documents. For referencing VIQ's, the first 10 digits of the vendor code entered on the VIQ document must match the first 10 digits of the vendor code on the purchase order being referenced. The alternate address indicator may be changed to reflect a vendor's payment address, as opposed to the order address. Vendor reference tables are used to validate vendor information entered on purchasing documents.

The following pages introduce you to the vendor reference tables listed below:

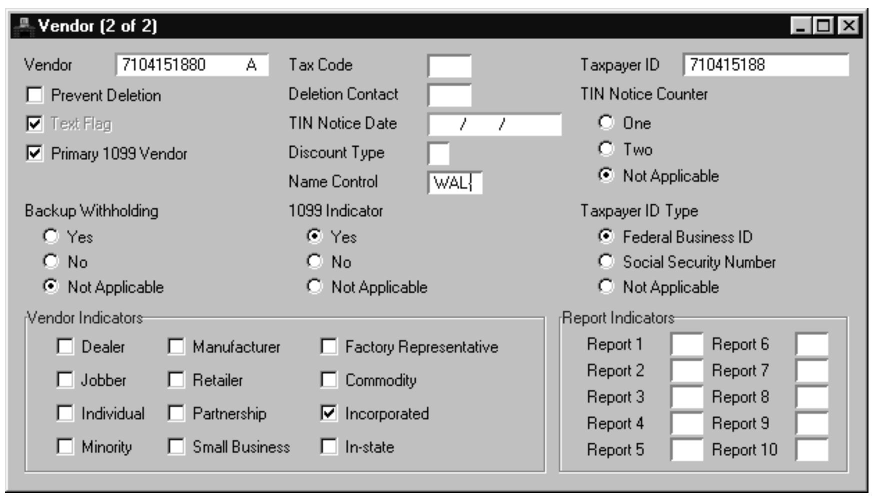
- Vendor (1 of 3) (VEN2)
- Vendor (2 of 3) (VEN3)
- Vendor (3 of 3) (VEN4)
- Vendor Index (VEND)
- Vendor Name Inquiry (VNAM)

Vendor (1 of 3) (VEN2)



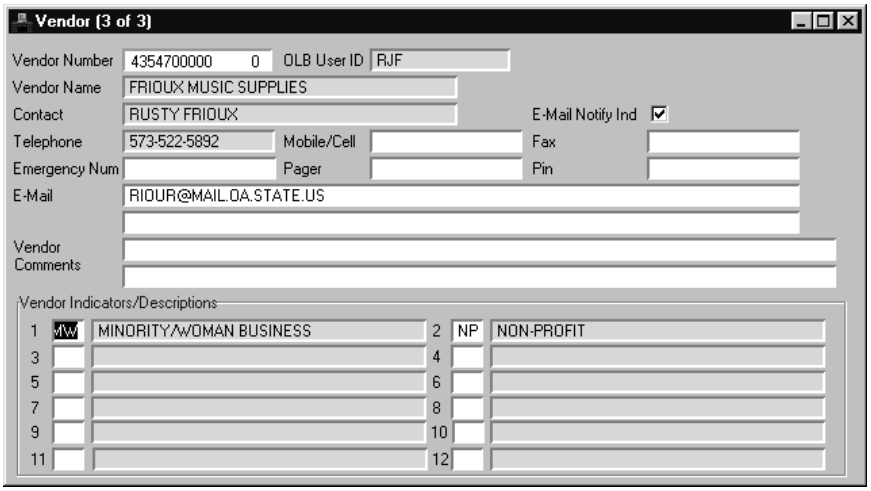
Vendor (1 of 3) (VEN2) defines values for vendors, organizations, and persons from whom you wish to make purchases. This window includes vendor names and addresses, special indicators, and scheduled payment dates for use by the automated cash disbursement process. Several of the indicators on the VIQ document infer information from VEN2.

Vendor (2 of 3) (VEN3)



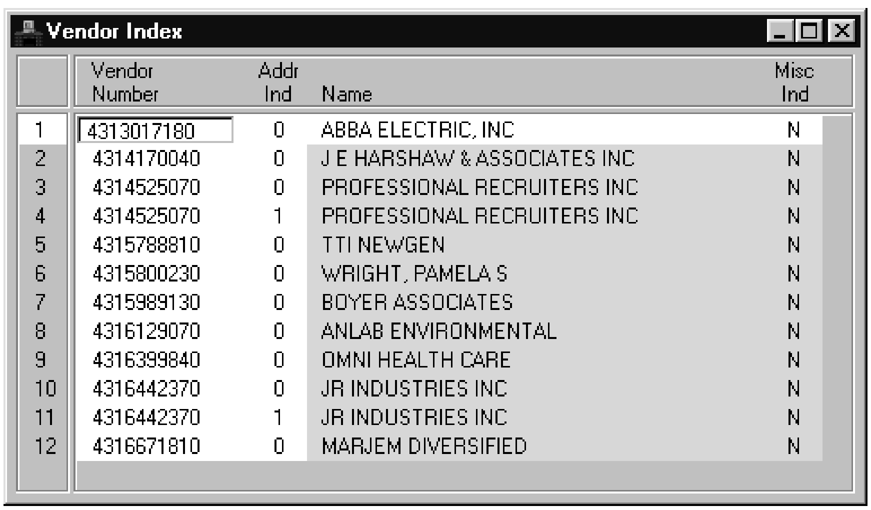
Vendor (2 of 3) (VEN3) is used in conjunction with VEN2 to define additional status and demographic values for vendors, including 1099 and backup withholding information.

Vendor (3 of 3) (VEN4)



Vendor (3 of 3) (VEN4) includes additional vendor information for a record, including the vendor's MBE and WBE status.

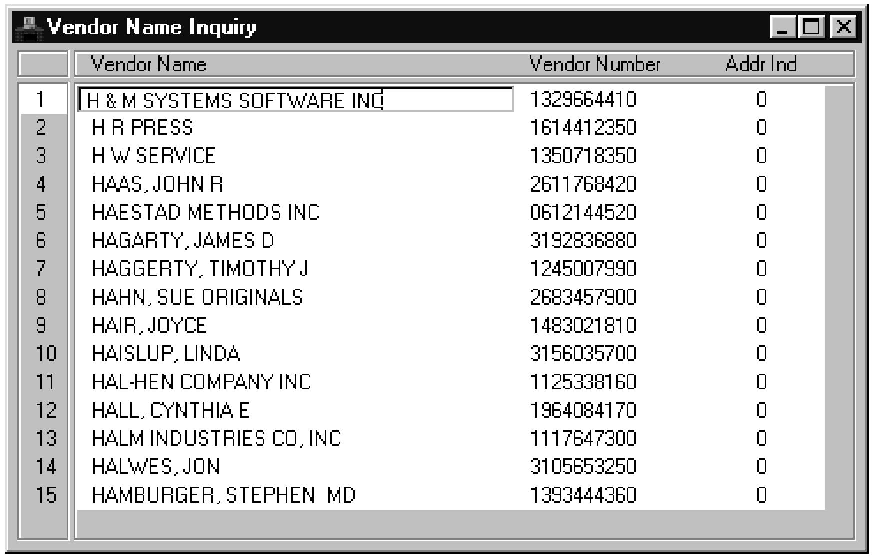
Vendor Index (VEND)


Vendor Index

	Vendor Number	Addr Ind	Name	Misc Ind
1	4313017180	0	ABBA ELECTRIC, INC	N
2	4314170040	0	J E HARSHAW & ASSOCIATES INC	N
3	4314525070	0	PROFESSIONAL RECRUITERS INC	N
4	4314525070	1	PROFESSIONAL RECRUITERS INC	N
5	4315788810	0	TTI NEWGEN	N
6	4315800230	0	WRIGHT, PAMELA S	N
7	4315989130	0	BOYER ASSOCIATES	N
8	4316129070	0	ANLAB ENVIRONMENTAL	N
9	4316399840	0	OMNI HEALTH CARE	N
10	4316442370	0	JR INDUSTRIES INC	N
11	4316442370	1	JR INDUSTRIES INC	N
12	4316671810	0	MARJEM DIVERSIFIED	N

Vendor Index (VEND) provides an index of all vendors entered SAM II, sorted by vendor number. This table is updated when vendor records are added, changed, or deleted on VEN2.

Vendor Name Inquiry (VNAM)



	Vendor Name	Vendor Number	Addr Ind
1	H & M SYSTEMS SOFTWARE INC	1329664410	0
2	H R PRESS	1614412350	0
3	H W SERVICE	1350718350	0
4	HAAS, JOHN R	2611768420	0
5	HAESTAD METHODS INC	0612144520	0
6	HAGARTY, JAMES D	3192836880	0
7	HAGGERTY, TIMOTHY J	1245007990	0
8	HAHN, SUE ORIGINALS	2683457900	0
9	HAIR, JOYCE	1483021810	0
10	HAISLUP, LINDA	3156035700	0
11	HAL-HEN COMPANY INC	1125338160	0
12	HALL, CYNTHIA E	1964084170	0
13	HALM INDUSTRIES CO, INC	1117647300	0
14	HALWES, JON	3105653250	0
15	HAMBURGER, STEPHEN MD	1393444360	0

Vendor Name Inquiry (VNAM) displays all vendors entered in SAM II, sorted by name. VNAM can be used to look up a vendor code if only the name is known. VNAM is updated when vendor records are added, changed, or deleted on VEN2.

Note: VNAM is an excellent option when using the **Find Code** command for a vendor code.

Additional Vendor Invoice Reference Tables

The following pages introduce you to the additional SAM II reference tables listed below:

- Check Category (CCAT)
- Condition (COND)
- Discount Type (DISC)
- Note Pad Text (NOTE)
- Unit of Measure (UNIT)

Check Category (CCAT)

Check Category

	Check Category	Description
1	AC	LEGISLATURE
2	A1	GENERAL ASSEMBLY
3	A2	SENATE
4	A3	HOUSE OF REPRESENTATIVES
5	A4	LEGIS RESEARCH -- OVERSIGHT
6	A5	LEGISLATIVE RESEARCH
7	B0	JUDICIARY
8	B1	SUPREME COURT
9	B2	STATE COURTS ADMINISTRATOR
10	B3	COURT OF APPEALS - WESTERN DST
11	B4	COURT OF APPEALS - EASTERN DST
12	B5	COURT OF APPEALS -SOUTHERN DST
13	B6	JUDGES COMMISSION
14	C0	PUBLIC DEFENDER COMMISSION

Check Category (CCAT) is used to identify the location for check disbursement. Codes from CCAT can be entered on VIQ documents to indicate that the check should be held at OA Accounting (OA/ACC) for agency pickup, rather than be sent directly to the vendor.

Condition (COND)

Condition

	Condition	Overage Flag	Underage Flag	Description
1	BA		Y	BACKORDERED
2	DM		Y	DAMAGED GOODS
3	DS	Y		DUPLICATE SHIPMENT
4	FR			FREIGHT
5	OB	Y		OVERBILLING
6	OK			SHIPMENT OK
7	OS	Y		OVERSHIPMENT
8	SB			SUBSTITUTE SHIPMENT
9	UB		Y	UNDERBILLING
10	UC			UNUSED CONTIGENCY
11	US		Y	UNDERSHIPMENT
12				
13				
14				
15				

Condition (COND) is used to define codes to record any special invoice conditions of goods or services. Condition codes may be entered in the *Special Condition* field on the Quick Vendor Invoice (VIQ) document.

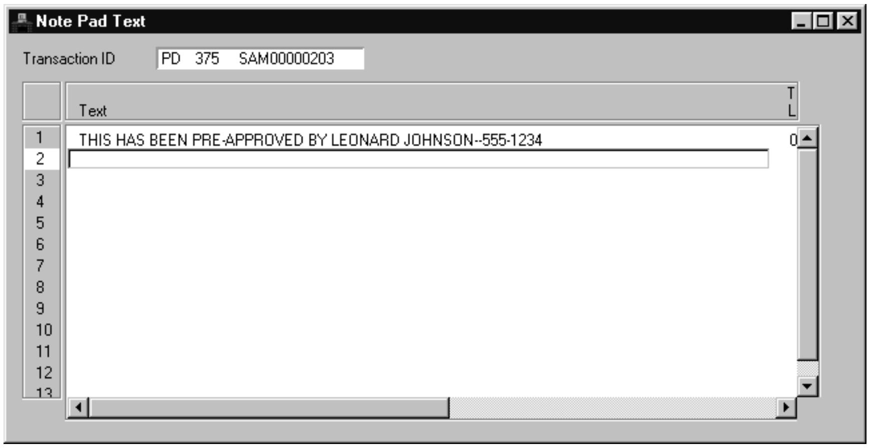
Discount Type (DISC)

Discount Type

	Discount Type	Description	Discount Percentage	Number of Days	Discount Day	PO Discount Flag
1	A	2% WITHIN 10 DAYS	0.02	010	00	N
2	B	2% WITHIN 30 DAYS	0.02	030	00	N
3	C	5% WITHIN 10 DAYS	0.05	010	00	N
4	D	5% WITHIN 30 DAYS	0.05	030	00	N
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

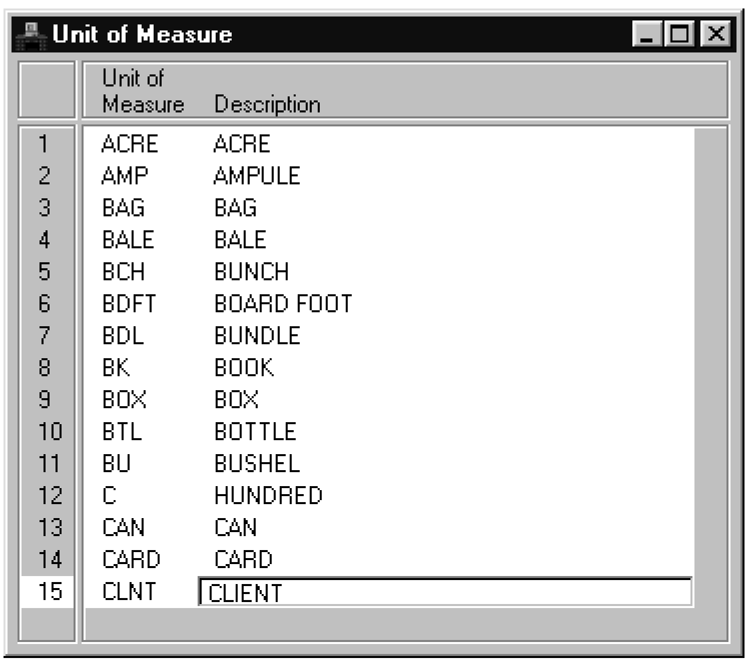
Discount Type (DISC) defines values that are used for prompt payment discounts offered by vendors. These values include the percentage of the discount and the maximum number of days allowed to make payment and still have the discount applied. Values from DISC can be entered on Quick Vendor Invoice (VIQ) documents to apply a discount to payment amounts.

Note Pad Text (NOTE)



Note Pad Text (NOTE) is used to store comments, reminders, and miscellaneous text about any document in SAM II. Users may enter notes about a document before and/or after the document has been accepted.

Unit of Measure (UNIT)



Unit of Measure (UNIT) defines codes that abbreviate standard units of measure. Codes from UNIT are entered on purchase order documents and inferred onto Quick Vendor Invoices (VIQ). For non-referencing VIQ's, a valid unit of measure code from UNIT must be manually entered. The UNIT table is maintained by OA/DPMM. Any requests for additions or changes to the UNIT table must be submitted to OA/DPMM using Workflow.

Review and Skill Check

Write T or F next to each statement below:

___ 1. Vendor codes must be entered on Quick Vendor Invoice (VIQ) documents.

___ 2. Commodity codes must be entered on Quick Vendor Invoice (VIQ) documents.

___ 3. Units of measure must be entered on Quick Vendor Invoice (VIQ) documents.

___ 4. Special invoice conditions must be entered on Quick Vendor Invoice (VIQ) documents.

Quick Vendor Invoice (VIQ) Documents

Topic Objectives

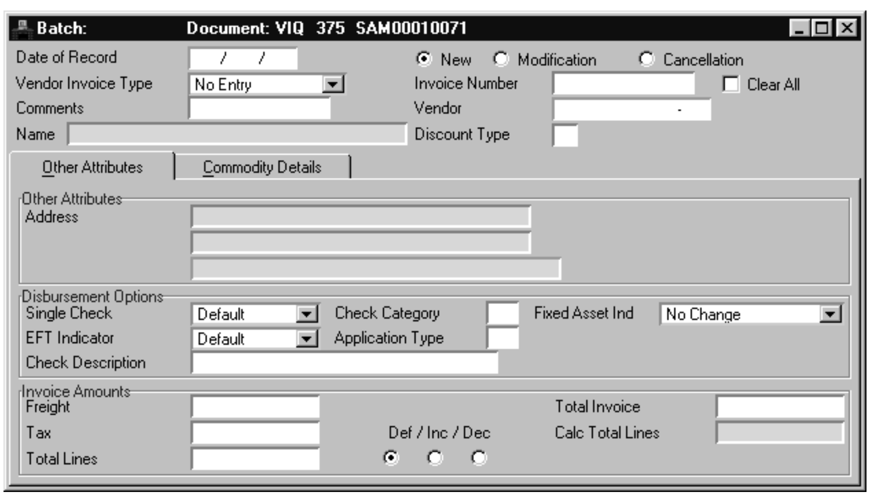
After completing this topic, you will:

- Understand the key concepts that apply to SAM II Quick Vendor Invoice (VIQ) documents.
- Understand the uses of the SAM II Quick Vendor Invoice (VIQ) document.

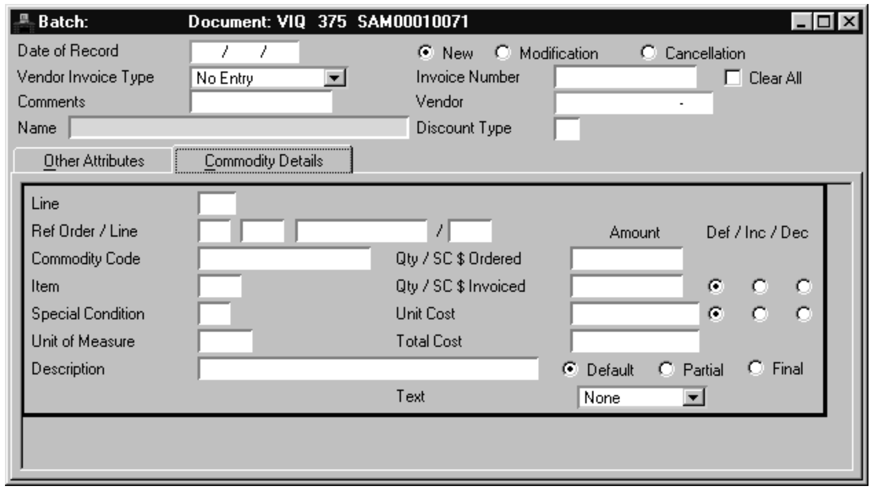
Quick Vendor Invoice (VIQ)

The Quick Vendor Invoice (VIQ) does not record any accounting information. Rather, the VIQ records information from a vendor's invoice. A vendor invoice can be in the form of an invoice, receipt, or other documentation from the vendor identifying an obligation by the State of Missouri to the vendor. A vendor will submit an invoice to an agency to itemize goods delivered for a defined unit of measure, quantity, unit price, shipping, and/or other costs. A vendor may also submit an invoice to an agency to itemize services rendered. Processing the VIQ records this information and provides a basis for payment to the vendor.

Quick Vendor Invoice (VIQ)—Other Attributes View



Quick Vendor Invoice (VIQ)—Commodity Details View



State of Missouri Vendor Invoice Policies

- All encumbered purchases (i.e., purchases done with a SAM II purchase order) require a referencing VIQ document prior to payment.
- VIQ documents are optional for unencumbered purchases, with the exception of ERS and PGA payments.
- ERS and PGA payments recorded with a Special Payment Voucher (PVS) require a corresponding VIQ document.
- VIQ documents do not require approval by OA/ACC.

Vendor Invoices and Purchase Orders

Purchase orders are used to procure goods or services from an outside vendor. A purchase order represents a formal commitment to purchase specific goods or services (i.e., funds are encumbered). The State of Missouri uses six different types of purchase orders.

- **Quick Decentralized Purchase Order (PDQ):** PDQ documents are used for the purchase of goods or services, based on a quantity and a unit cost, that are *not* available under a contract.

- **Simplified Service Contract (SCS):** SCS documents are used for the purchase of goods or services that are based on a lump sum amount and are *not* available under a contract.

- **Quick Price Agreement (PGQ):** PGQ documents are used for the purchase of goods or services, based on a quantity and a unit cost, that *are* available under a contract.

- **Service Contract (SC):** SC documents are used for the purchase of goods or services that are based on a lump sum amount and *are* available under a contract.

- **Quick Centralized Purchase Order (PCQ):** PCQ documents are used by the Office of Administration to procure goods or services on an agency’s behalf, based on a quantity and unit cost, if the dollar amount of the purchase is outside of the agency’s purchasing authority.

- **Total Cost Purchase Order (PCT):** PCT documents are used by the Office of Administration to procure goods or services on an agency’s behalf, based on a lump sum amount, if the dollar amount of the purchase is outside of the agency’s purchasing authority.

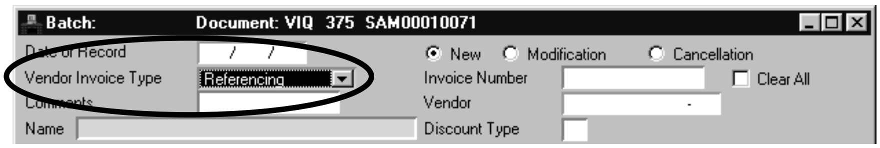
Quick Vendor Invoice (VIQ) documents may reference any of the purchase order types listed above.

Commodity Lines

All SAM II purchase orders have one or more commodity lines. When invoicing against a purchase order, one invoice line is done against each commodity line on the purchase order. On the VIQ document, the *Line* field refers to the VIQ line number. The *Ref Order / Line* field refers to the commodity line from the referenced purchase order.

Referencing vs. Non-Referencing VIQ's

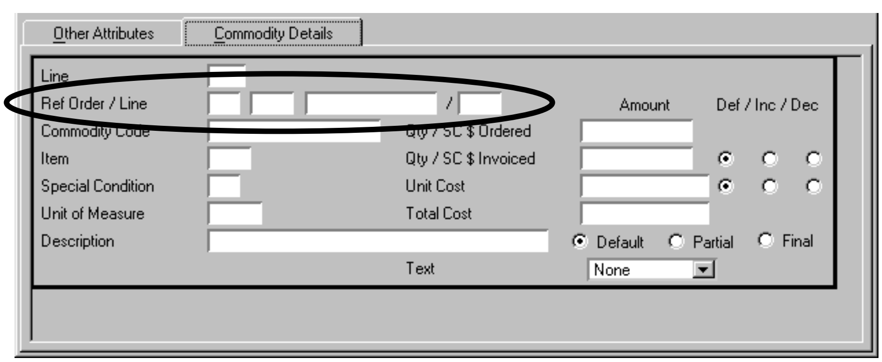
VIQ documents can be done for both encumbered and unencumbered purchases. In the VIQ document header, there is a *Vendor Invoice Type* field. Valid values in this field are ***Referencing*** and ***Non-Referencing***.



Use the ***Referencing*** option when invoicing against a purchase order (encumbered purchases). Use the ***Non-Referencing*** option when invoicing where there is no corresponding purchase order (unencumbered purchases). Referencing a purchase order allows SAM II to automatically update several fields that must be input manually on a non-referencing VIQ.

Referencing a Purchase Order

VIQ documents can be used to record the invoice of supplies against a specific purchase order commodity line. Referencing a purchase order allows SAM II to infer information from the purchase order onto the VIQ document, reducing data entry. To reference a purchase order, enter the purchase order number and commodity line in the *Ref Order / Line* fields on the **Commodity Details** view. One or more VIQ documents can reference a single purchase order document, in cases where portions of the order were shipped and received on different days, and billing was done accordingly. In addition, a single VIQ may reference multiple purchase orders from the same vendor. A VIQ cannot reference a purchase order that has been closed.



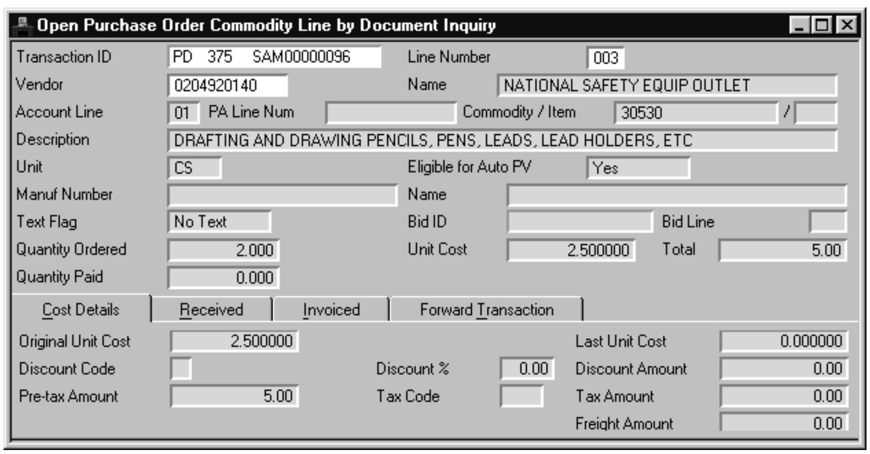
Note: When entering reference order information in the *Ref Order / Line* field, only the first two characters of the document type can be entered (i.e., enter ***PD***, ***PG***, or ***SC*** instead of ***PDQ***, ***PGQ***, or ***SCS***, respectively, in the first section of the *Ref Order / Line* field).

The following fields on the **Commodity Details** view of a VIQ document will be inferred from the referenced purchase order:

- Commodity Code
- Unit of Measure
- Description
- Qty / SC $ Ordered

Finding Referenced Purchase Order Commodity Line Information

When processing invoices for items, a packing slip or printed copy of the purchase order is often present, with both vendor numbers and commodity line information. However, sometimes it may be necessary to look up the commodity line information in SAM II. The easiest way to accomplish this is using the Open Purchase Order Commodity Line by Document Inquiry table (OPCD). Note the *Vendor* and *Commodity / Item* fields in the screen-print below.



To find commodity line information on OPCD, enter the purchase order document ID in the *Transaction ID* field and use the **Display: Browse Data** command. Use the **Display: More Data** command to scroll through the various commodity lines. If looking for a particular commodity line, you may enter the line number in the *Line Number* field before executing the **Browse Data** command.

Note: The first section of the *Transaction ID* field on OPCD will only accept two characters. Only the first two characters of the document type are needed: to browse for a PDQ document, enter ***PD*** in the first section; to browse for a PGQ document, enter ***PG*** in the first section; to browse for either an SCS or an SC document, enter ***SC*** in the first section. Continue entering the remaining sections (agency code and document number) as usual.

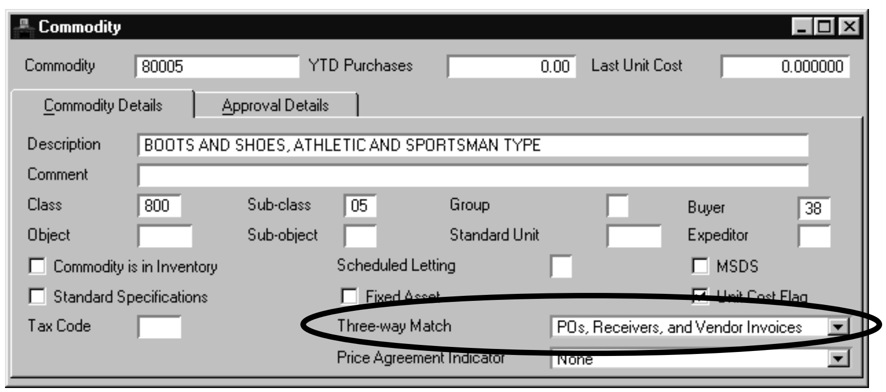
Use OPCD to find which commodity line number each commodity was ordered on, as well as quantities and unit costs. This commodity line number must be entered in the *Ref Order / Line* field on the VIQ document.

Note: OPCD is a suggested method for finding commodity line information. Several other tables may be helpful as well, including Open Purchase Order Commodity Line by Vendor and Commodity (POC1), Open Purchase Order Commodity Line by Commodity and Vendor (POC2), and Purchase Order by Commodity Number Inquiry (CIPO).

3-Way Match

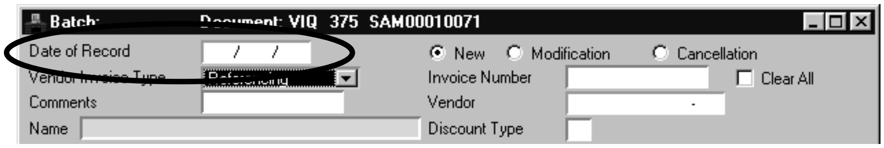
The SAM II 3-way match concept is a mechanism used to ensure that encumbered payments for all commodities (with the exception of some leases) can only be made once the goods or services have been both received and invoiced. For commodities that have been ordered using a SAM II purchase order, a corresponding SAM II Receiver document (RC) and a corresponding SAM II Quick Vendor Invoice document (VIQ) must be entered and accepted in the system before a corresponding SAM II payment voucher document can be accepted. The 3-way match requirements for each commodity are defined on the Commodity Table (COMT).

Commodity (COMT)



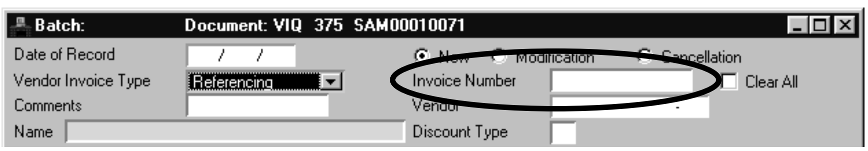
Date of Record

The *Date of Record* field on a VIQ should be backdated if necessary to record the actual date of the receipt of the invoice. This date is used in tracking discount eligibility. If the *Date of Record* field is left blank, the current date will be inferred.



Invoice Numbering

The VIQ document contains an *Invoice Number* field, to record the actual invoice number from the vendor. If the vendor's invoice number is not available, refer to your agency's procedures on invoice numbering.



Unlike other SAM II documents, VIQ documents are not tracked in the system by the system-generated document ID. Instead, the number entered in the *Invoice Number* field is used. **This invoice number will be used on all subsequent inquiries and modifications on the VIQ document.**

Vendor Numbers: Purchase vs. Payment Address

Vendors often have different addresses for receiving payments than they do for receiving orders. The vendor code entered on the purchase order is the order address. The vendor code entered on the VIQ document should be the payment address. If referencing a purchase order, the first 10 digits of the vendor code on the VIQ must match the first 10 digits of the vendor code on the referenced purchase order. Use the 11th digit—the alternate address indicator—on the VIQ document to reflect the payment address. Otherwise, the disbursement check will be sent to the address on the referenced purchase order.

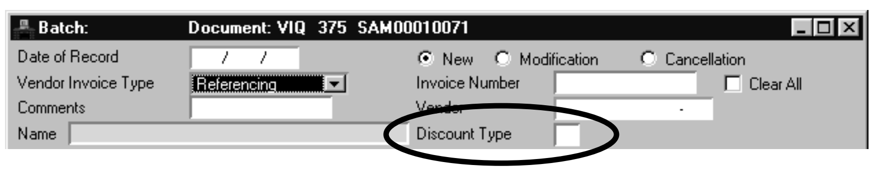
Clear All

The VIQ document includes a *Clear All* checkbox in the header area of the document. Users may use the *Clear All* option to invoice all the lines on a purchase order at once.

If the *Clear All* box is selected, SAM II will invoice all of the commodity lines from the purchase order, exactly as they were ordered. If using the *Clear All* checkbox, no data other than the referenced document ID should be entered in the **Commodity Details** view of the VIQ. *Clear All* cannot be used if there are any special conditions or partial invoices for any commodity line from the purchase order. If using *Clear All*, any additional text must be added to VITX after the document is accepted.

Applying Prompt Payment Discounts

The VIQ document includes a *Discount Type* field in the header area. If a prompt payment discount is offered on the vendor's invoice, enter the corresponding discount code from the Discount Type table (DISC).

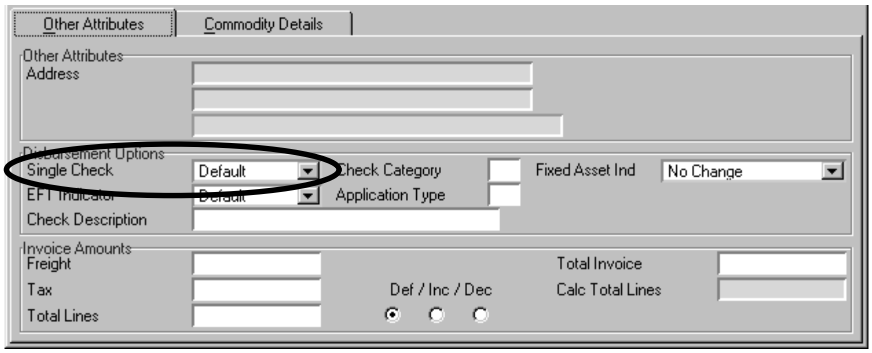


SAM II's payment disbursement program uses these values in validating and calculating a discount. The system validates the discount if the number of days between the vendor invoice date and the check date or electronic funds transfer date is not greater than the number of days the vendor has allowed for the State to receive the discount. The system then calculates this discount based on the total dollar amount of each accounting line on the payment voucher.

Note: A prompt payment discount can also be applied on the payment voucher. If a discount value is entered on a payment voucher, it overrides the value entered on the VIQ.

Single Check Indicator

In the **Other Attributes** view of the VIQ, there is a *Single Check* field with a corresponding drop-down list. This field should be used if the vendor has requested a single check to pay for this invoice, rather than combining this payment with other invoices from the same vendor.

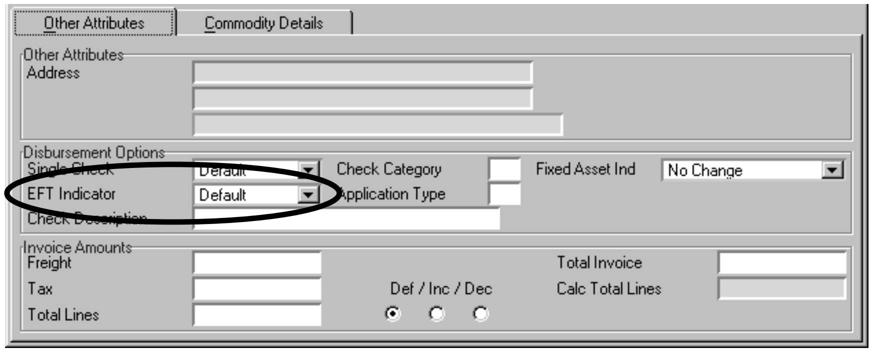


If this field is left as the ***Default*** value, it will default to the value in the *Single Check Requested* field on the vendor's VEN2 record. If a value is entered in the *Single Check* field on the VIQ, it overrides the VEN2 value for that invoice. The single check option can also be applied on the payment voucher. A value entered on the payment voucher will override the value on the VIQ.

Note: If ***Yes*** is selected in the *Single Check* field, the *EFT Indicator* field must be set to ***No***.

Electronic Funds Transfer Indicator

In the **Other Attributes** view of the VIQ, there is an *EFT Indicator* field with a corresponding drop-down list. This field should be used if the vendor has requested an electronic funds transfer to pay for this invoice as opposed to a check.

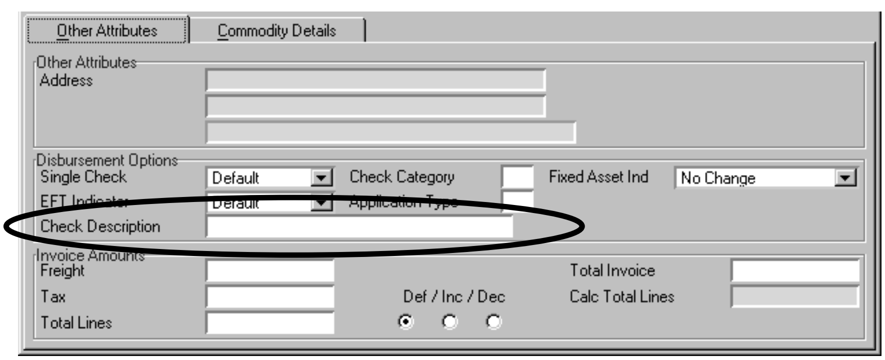


If this field is left as the ***Default*** value, it will default to the value in the *EFT Status* field on the vendor's VEN2 record (if the *EFT Status* field on VEN2 is ***Active***, the *EFT Indicator* field on the VIQ will default to ***Yes***). If a value is entered in the *EFT Indicator* field on the VIQ, it overrides the VEN2 value for that invoice.

Note: The EFT option can also be applied on the payment voucher. A value entered on the payment voucher will override the value on the VIQ.

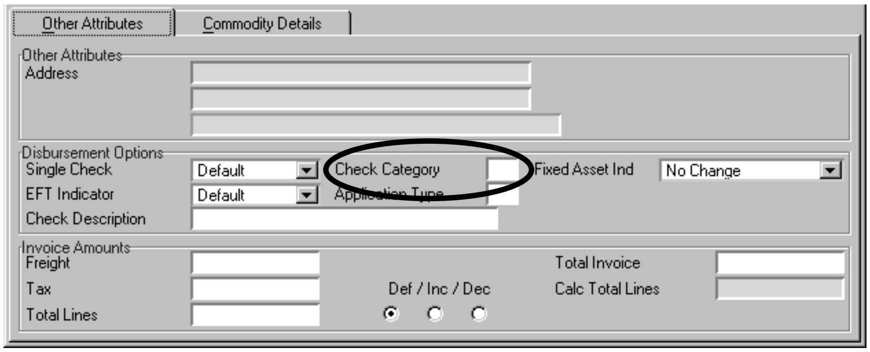
Check Description

Any value entered in the *Check Description* field will be inferred onto the corresponding payment voucher document. This information is *not* printed on the check itself.



Check Category

Agencies have the option to have OA/ACC mail disbursement checks directly to a vendor or hold them for the agency to pick up and mail to the vendor after reviewing the check themselves. This option is set using the *Check Category* field on the VIQ.

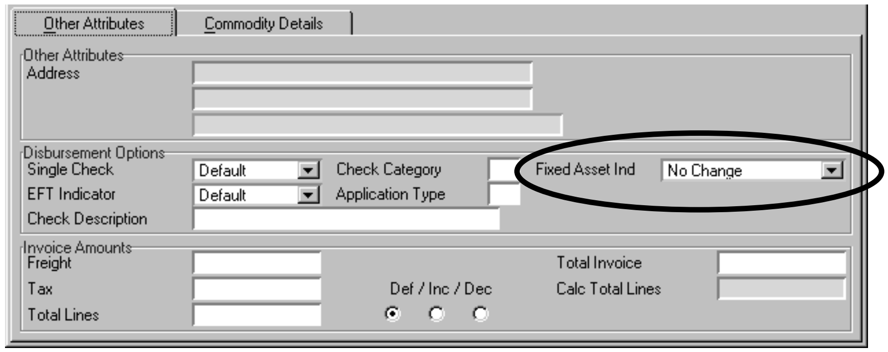


If this field is left blank, the State Treasurer's Office will mail the check directly to the vendor. If you wish to see the check at your agency first, enter your organization's check category value in the *Check Category* field. Valid values are stored on the Check Category table (CCAT). Check category codes begin with the one-character agency identifier. For a list of agency identifiers, refer to the appendix at the end of this manual. If the vendor is paid using an electronic funds transfer (EFT), the *Check Category* field should be left blank.

Note: The check category can also be applied on the payment voucher. A check category entered on the payment voucher overrides the value entered on the VIQ.

Fixed Asset Indicator

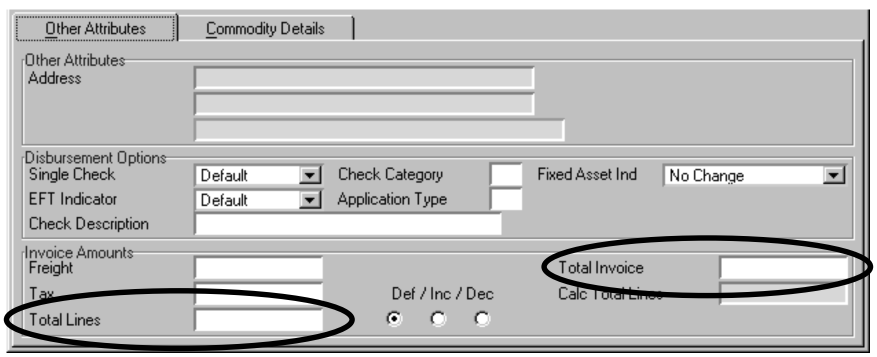
If the VIQ references a purchase order for a fixed asset, use the *Fixed Asset Ind* field to create a Fixed Asset Acquisition document (FA) shell automatically.



Select ***Create One Shell*** to create one FA document for each line on the VIQ. Select ***Create Multiple Shells*** to create the quantity of FA documents specified in the *Qty / SC $ Ordered* field for each line on the VIQ. The FA documents will be created when a corresponding payment voucher is accepted.

Total Lines vs. Total Invoice

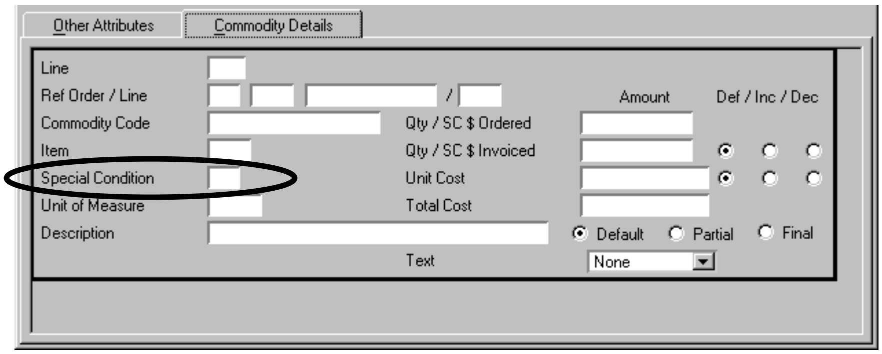
The **Other Attributes** view of the VIQ contains a *Total Lines* and a *Total Invoice* field, both of which require input from the user.



The *Total Lines* field refers to the total dollar amount of all the lines on the VIQ document. The *Total Invoice* field refers to the total dollar amount of the entire invoice. On original VIQ entries, these two fields will always be the same. However, if a VIQ is modified, these fields may be different. For example, if an original VIQ was entered for $100.00 and a modification to the VIQ is done later for an increase of $50.00, the value in the *Total Lines* field on the modification document will be ***50.00***, while the value in the *Total Invoice* field will be ***150.00***. Modifications to VIQ documents are discussed later in this course.

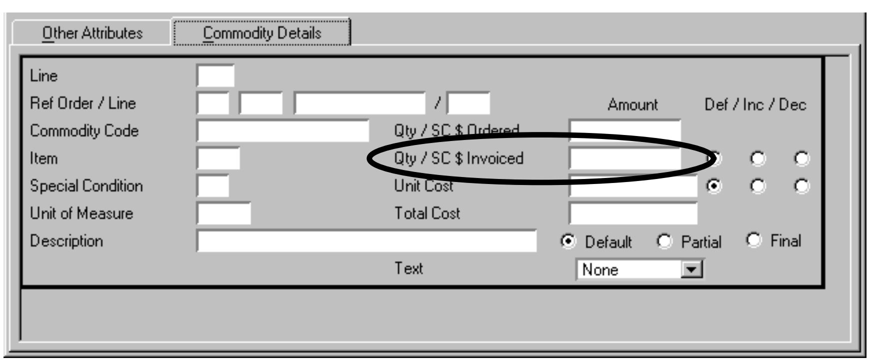
Special Condition

The *Special Condition* field on a VIQ is used to record any special invoice conditions, such as an overbilling or an underbilling. Valid codes for the *Special Condition* field are found on the Condition table (COND). The *Special Condition* field is used to track vendor performance.



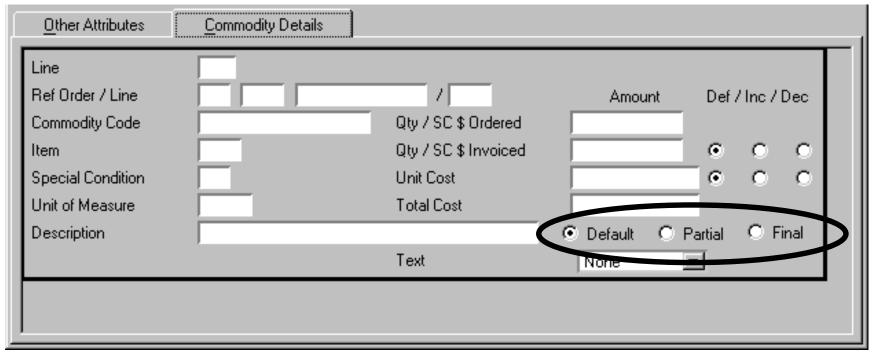
Invoicing Dollar Amounts vs. Quantities

A VIQ document can be used to record billing for services rendered as well as goods delivered. Service Contract (SC), Simplified Service Contract (SCS), and Total Cost Purchase Order (PCT) documents are based on a lump-sum dollar amount of goods or services, while Quick Decentralized Purchase Order (PDQ), Quick Price Agreement (PGQ), and Quick Centralized Purchase Order (PCQ) documents are based on a quantity. **If invoicing against an SC, SCS, or PCT, the value entered in the *Quantity / SC $ Invoiced* field must be a dollar amount, including two decimals. If receiving against a PDQ, PGQ, or PCQ, the value entered in the *Quantity / SC $ Invoiced* field must be a quantity of goods invoiced.**



Partial and Final Invoices

When invoicing items, users must indicate on the VIQ whether the invoice is a partial or final invoice against the purchase order commodity line. This is accomplished using the *Default / Partial / Final* radio buttons.



If the invoice is less than the amount ordered and an invoice for the balance of the order is expected later, use the default value of ***Partial***. If the invoice is equal to the outstanding amount of the order or if an under or overbilling has been accepted and the order is considered closed, select ***Final***.

Note: The default value for the *Partial / Final* fields is ***Partial***.

Edit: Additional Description

Every commodity line on a vendor invoice document includes a *Description* field. This field will automatically be populated with the commodity code's description from the Commodity table (COMT). Under no circumstances should this description be changed from the COMT description.

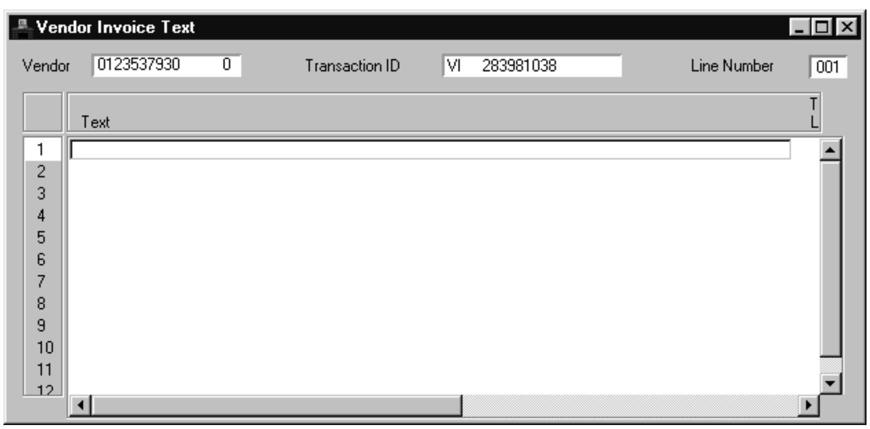
SAM II offers the ability to include an additional, more detailed commodity line description using the Vendor Invoice Text table (VITX). VITX should be used to include any additional information necessary for a VIQ commodity line (amount of overbilling, for example).

To add an additional description to a VIQ commodity line, follow the steps below:

Step 1. Select ***Custom*** from the drop-down menu in the *Text* field on the line.

Step 2. Select **Edit: Additional Description** from the pull-down menus.

The Vendor Invoice Text table (VITX) will appear with your document number and commodity line displayed.



Step 3. Enter any text you wish to associate with the line in the lines provided.

Step 4. Select **Modify: Add** from the pull-down menus at the top of the screen.

Step 5. Close the VITX window to return to your document.

Exercise 1: Enter a VIQ Referencing a PDQ

Scenario

You've just received a bill for four desks and five chairs from a vendor against a particular purchase order. However, the vendor only charged you $25.00 each for the chairs—the original purchase order had a unit cost of $30.00 each. The following information is from the purchase order:

Vendor: Staples (0428961270 0)
Commodity Line 001: 5 bookcases ordered at $15.00 each
Commodity Line 002: 5 desks ordered at $50.00 each
Commodity Line 003: 5 chairs ordered at $30.00 each

The accounts payable staff would also like to see the check before it is sent to the vendor. Record the receipt of the bill using a VIQ document.

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

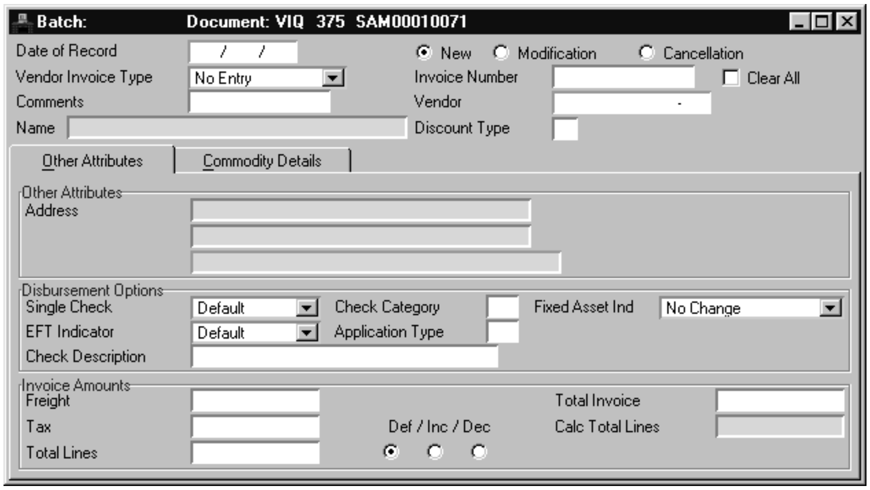
Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ window appears.



Step 7. Enter the following information on your blank VIQ document:

Invoice Number: ***Provided by Instructor***
Vendor: ***0428961270 0***

Step 8. Select ***Referencing*** from the *Vendor Invoice Type* field drop-down list.

Step 9. Enter the following information in the **Other Attributes** view:

Check Category: ***L0***
Total Lines: ***325.00***
Total Invoice: ***325.00***

Step 10. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Ref Order / Line: ***Provided by Instructor/002***
Qty / SC $ Invoiced: ***4***
Unit Cost: ***50.00***

Step 11. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***002***
Ref Order / Line: ***Provided by Instructor/003***
Special Condition: ***UB*** (underbilling)
Qty / SC $ Invoiced: ***5***
Unit Cost: ***25.00***

Step 12. Select the ***Final*** radio button.

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your VIQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your VIQ

Step 1. To approve your VIQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your VIQ

Step 2. To run your VIQ, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Exercise 2: Enter a VIQ Referencing an SC

<u>*Scenario*</u>

A service technician from Xerox just left after performing some routine maintenance on some office copy machines. Your agency has been billed $500.00 for the work performed today. The following information is from the purchase order:

Vendor: Xerox (1604680200 0)
Commodity Line 001: $12,000.00 (commodity 60042)

The vendor has requested a single check for this invoice. Record the bill for these services using a VIQ document.

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

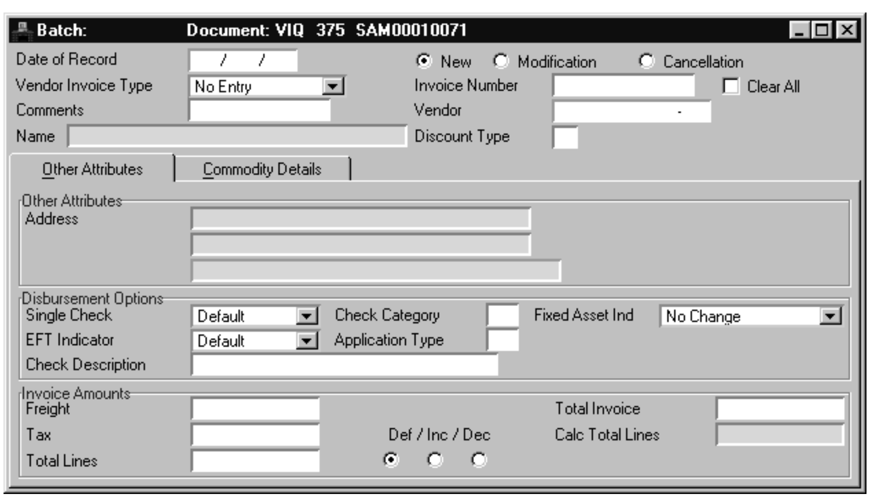
Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ window appears.



Step 7. Enter the following information on your blank VIQ document:

Invoice Number: ***Provided by Instructor***
Vendor: ***1604680200 0***

Step 8. Select ***Referencing*** from the *Vendor Invoice Type* field drop-down list.

Step 9. Select ***Yes*** from the *Single Check* field drop-down list.

Step 10. Enter the following information in the **Other Attributes** view:

Total Lines: ***500.00***
Total Invoice: ***500.00***

Step 11. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Ref Order / Line: ***Provided by Instructor/001***
Qty / SC $ Invoiced: ***500.00***

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your VIQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your VIQ

Step 1. To approve your VIQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your VIQ

Step 2. To run your VIQ, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Exercise 3: Invoicing Using *Clear All*

<u>*Scenario*</u>

You've just received a bill for five keyboards, seven modems, six monitors, one inkjet printer, and one laser printer from a vendor. The bill for the order matches the purchase order unit costs. The following information is from the purchase order:

Vendor: Wolverine Computing (0123537930 0)
Commodity Line 001: 5 keyboards at $10.00 each
Commodity Line 002: 7 modems at $35.00 each
Commodity Line 003: 6 monitors $75.00 each
Commodity Line 004: 1 inkjet printer for $120.00
Commodity Line 005: 1 laser printer for $200.00

Record the receipt of this bill using a VIQ document. Since all of the items from the purchase order were invoiced exactly as they appeared on the purchase order, use the Clear All option.

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

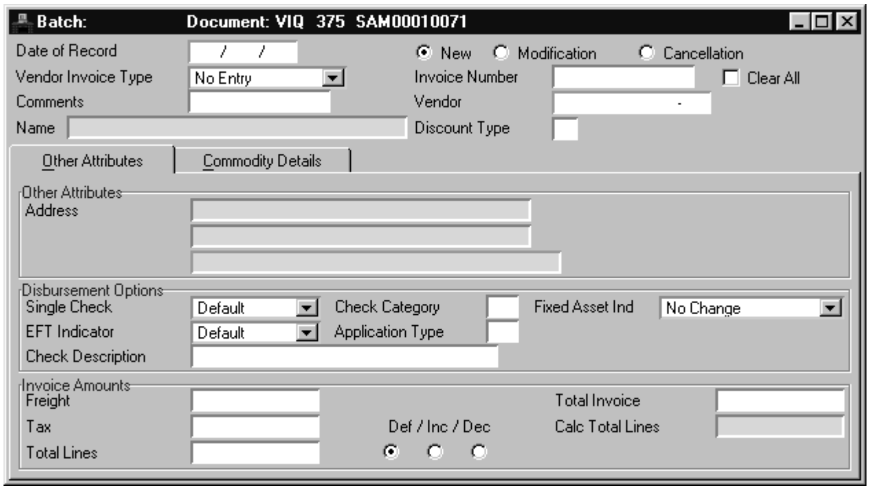
Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ window appears.



Step 7. Enter the following information on your blank VIQ document:

Invoice Number: ***Provided by Instructor***
Vendor: ***0123537930 0***

Step 8. Select ***Referencing*** from the *Vendor Invoice Type* field drop-down list.

Step 9. Click in the *Clear All* checkbox to select it.

Step 10. Enter the following information in the **Other Attributes** view:

Total Lines: ***1065.00***
Total Invoice: ***1065.00***

Step 11. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Ref Order / Line: ***Provided by Instructor/ no line number***

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your VIQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your VIQ

Step 1. To approve your VIQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your VIQ

Step 2. To run your VIQ, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Exercise 4: Enter a Non-Referencing VIQ

<u>Scenario:</u>

You just received an invoice from the Office Images vendor for an unencumbered purchase of some pencils and staples. Enter a VIQ to record the invoice.

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

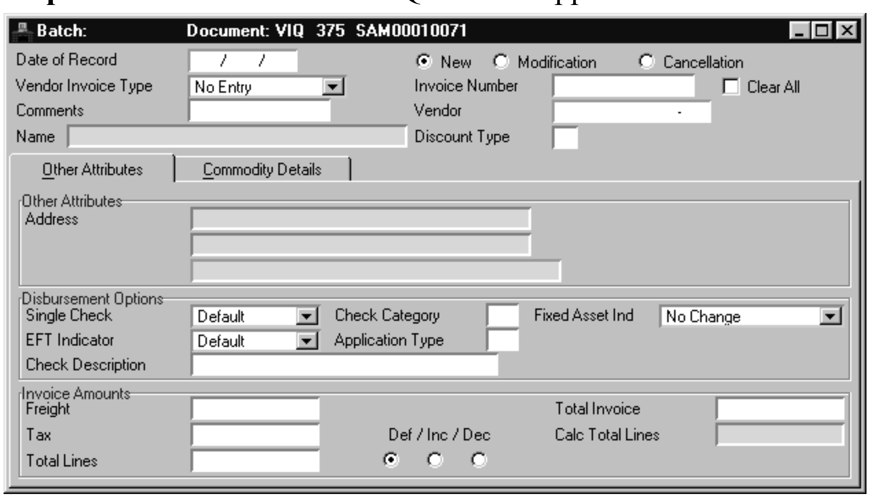
Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ window appears.



Step 7. Enter the following information on your blank VIQ document:

Invoice Number: ***Provided by Instructor***
Vendor: ***0430853900 0***

Step 8. Select ***Non-referencing*** from the *Vendor Invoice Type* field drop-down list.

Step 9. Enter the following information in the **Other Attributes** view:

Total Lines: ***110.00***
Total Invoice: ***110.00***

Step 10. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Commodity Code: ***62060***
Unit of Measure: ***BOX***
Qty / SC $ Invoiced: ***10***
Unit Cost: ***4.00***

Step 11. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***002***
Commodity Code: ***61581***
Unit of Measure: ***BOX***
Qty / SC $ Invoiced: ***20***
Unit Cost: ***3.50***

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message “READY FOR APPROVAL 1.”

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your VIQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your VIQ

Step 1. To approve your VIQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your VIQ

Step 2. To run your VIQ, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Review and Skill Check

Enter T or F next to each situation below to indicate True or False:

___ 1. You've been billed for all 20 lines of a purchase order for the exact quantities you ordered, although the vendor gave you a $2.00 discount on the unit cost from the purchase order for one of the lines. The *Clear All* option should be used in this situation.

___ 2. You've been billed for 3 days worth of cleaning services at $30.00 per day. The purchase order used for these services was a PGQ document. The user entering the VIQ is correct in entering ***90.00*** in the *Quantity / SC $ Invoiced* field.

___ 3. You've been billed for 3 days worth of cleaning services at $30.00 per day. The purchase order used for these services was an SC document. The user entering the VIQ is correct in entering ***90.00*** in the *Quantity / SC $ Invoiced* field.

___ 4. The vendor usually receives an electronic funds transfer for disbursements. However, they have requested a single paper check to pay for this particular invoice. Setting the *EFT Indicator* field to ***No*** on the VIQ will accomplish this.

Vendor Invoice Inquiry Tables

Topic Objectives

After completing this topic, you will:

- Understand the uses of the main vendor invoice inquiry tables.
- Know how to look up VIQ documents on the main vendor invoice inquiry tables.
- Understand how to look up purchase order information on the main purchase order inquiry tables.
- Understand how to use the Document Cross Reference Inquiry table (DXRF).
- Understand the uses of the Vendor Performance Inquiry (1 of 2) table (VPER).

Open Item Tables and Documents

As you learned in the *SAM II Document Processing* class, accepted documents are purged from the Document Listing (SUSF) nightly. However, once a document has been accepted into the SAM II system, information from that document is stored on a set of document type-specific open item tables. Most document types have a set of open item tables that store information for that document type only. Open item tables can be used to find current information about a given document. The open item tables are updated immediately when referencing documents are accepted.

Open item tables are most useful when used in conjunction with the Business Areas and Business Functions.

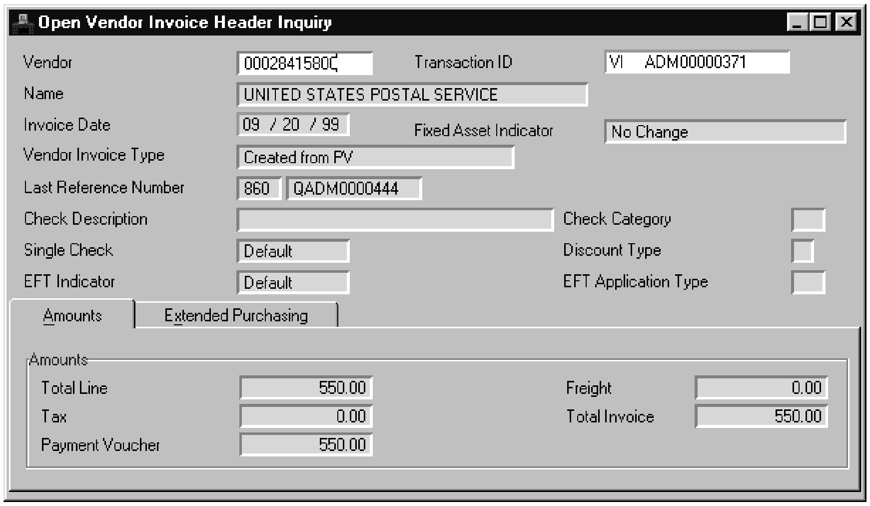
The following open item tables are updated each time a Quick Vendor Invoice (VIQ) is accepted in SAM II:

- Open Vendor Invoice Header Inquiry (OVIH)
- Open Vendor Invoice Line Inquiry (OVIL)
- Open Purchase Order Header by Document Inquiry (OPHD)
- Open Purchase Order Commodity Line by Document Inquiry (OPCD)

Unlike most open item tables, information is accessed on OVIH and OVIL by entering the vendor code in the *Vendor* field and the **assigned vendor invoice number from the *Invoice Number* field on the VIQ in the *Transaction ID* field, preceded by *VI***. A line number may also be entered on OVIL, if desired.

Information can be accessed on the purchase order tables (OPHD and OPCD) by entering the purchase order document ID in the *Transaction ID* field and using the options available under the **Display** menu (**Browse Data**, **More Data**, etc.).

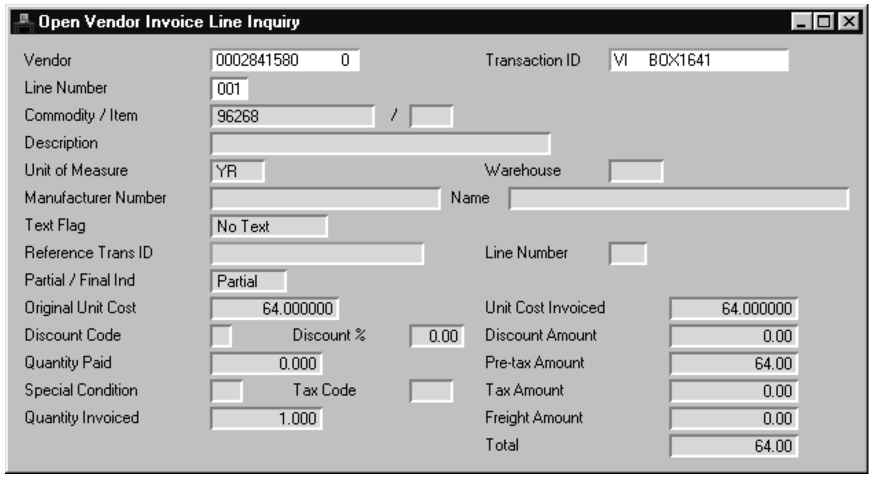
Open Vendor Invoice Header Inquiry (OVIH)



Open Vendor Invoice Header Inquiry (OVIH) displays “header” information about any accepted Quick Vendor Invoice (VIQ). Header information is information that pertains to the document as a whole (i.e., not broken up by commodity lines). OVIH includes the following information:

- Invoice date
- Invoice type
- Last referencing transaction ID (either a payment voucher or manual warrant)
- Check category
- Single check indicator
- EFT indicator
- Total invoice amount
- Closed date

Open Vendor Invoice Line Inquiry (OVIL)



Open Vendor Invoice Line Inquiry (OVIL) displays information about an individual commodity line from your VIQ. Using the combination of the *Transaction ID* field and the *Line Number* field, users may look up one particular line at a time, or all lines in sequence. Use OVIL to get the following information:

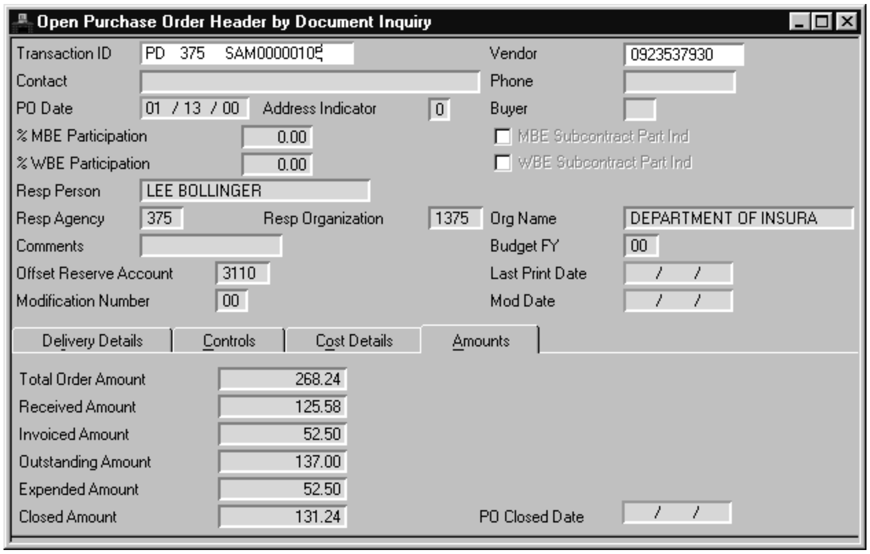
- Commodity code and description
- Unit of measure
- Warehouse
- Custom text indicator
- Referenced purchase order ID
- Partial / Final indicator
- Quantity invoiced
- Quantity paid
- Special condition code

Purchase Order Tables

All types of purchase orders (PDQ, PGQ, SC, SCS, PCQ, PCT) are stored on the purchase order tables (OPHD and OPCD). When VIQ documents are accepted, the corresponding invoice information fields are updated on OPHD and OPCD.

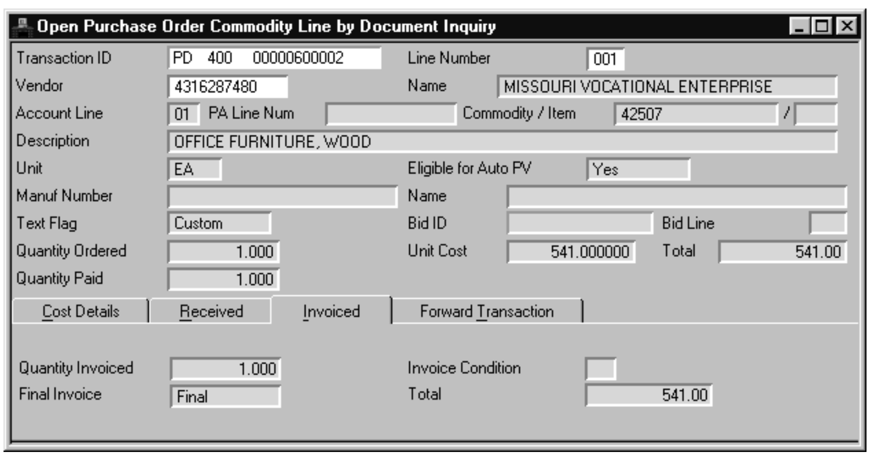
Note: The first section of the *Transaction ID* field on OPHD and OPCD will only accept two characters. Only the first two characters of the document type are needed: to browse for a PDQ document, enter ***PD*** in the first section; to browse for a PGQ document, enter ***PG*** in the first section; to browse for either an SCS or an SC document, enter ***SC*** in the first section. Continue entering the remaining sections (agency code and document number) as usual.

Open Purchase Order Header by Document Inquiry (OPHD)



Processing a VIQ updates the *Invoiced Amount* field on the **Amounts** view of OPHD.

Open Purchase Order Commodity Line by Document Inquiry (OPCD)



Processing a VIQ updates the fields on the **Invoiced** view of OPCD.

Note: The purchase order tables can be found in the ***Purchase Order Processing*** Business Area in the **Open Item Inquiry Summary** Business Function.

Exercise 5: Viewing Vendor Invoice Information

Now that you have some VIQ's accepted in SAM II, you can look up each one on the open item vendor invoice tables discussed above. Keep in mind that these tables could be available under several different business functions, not just the one used in the example.

Find Your First VIQ

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

The Open Vendor Invoice Header Inquiry table (OVIH) opens automatically.

Step 2. Enter ***04289612700*** in the *Vendor* field.

Step 3. Enter your assigned invoice number from your first VIQ in the *Transaction ID* field in the following format:

VI XXXXXXXXX

(where ***XXXXXXXXX*** is the invoice number—don't forget the ***VI*** portion).

Step 4. Select **Display: Browse Data** to display header information from your VIQ.

Step 5. Click on the **OVIL** button at the bottom of the Business Function window view information about your commodity lines on the Open Vendor Invoice Line Inquiry table (OVIL).

Note that your document ID is automatically carried forward from OVIH.

Step 6. Select **Display: More Data** to view the second line on your VIQ document.

Find Your Other VIQ's

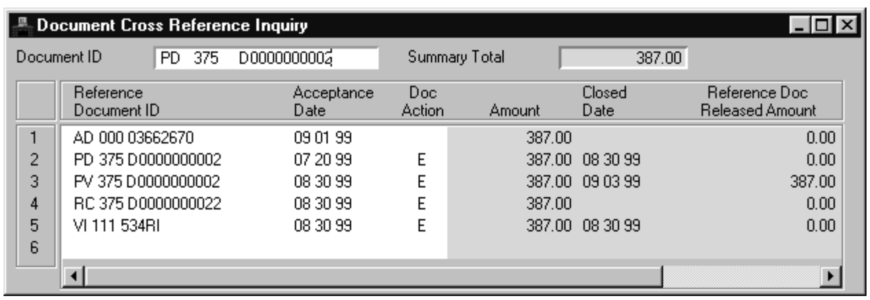
Close the OVIL window and repeat steps 2-5 using your other three VIQ documents. Remember that your second VIQ had only one line, your third VIQ had five lines, and your fourth VIQ had 2 lines—be sure to view them all using the **Display: More Data** command.

Note: Your second invoice used vendor code ***16046802000***. Your third invoice used vendor code ***01235379300***. Your fourth invoice used vendor code ***04308539000***.

Document Cross Reference Inquiry (DXRF)

In addition to the open item tables, the Document Cross Reference Inquiry table (DXRF) can be a very useful tool when looking up current information about a purchase order.

Document Cross Reference Inquiry (DXRF)

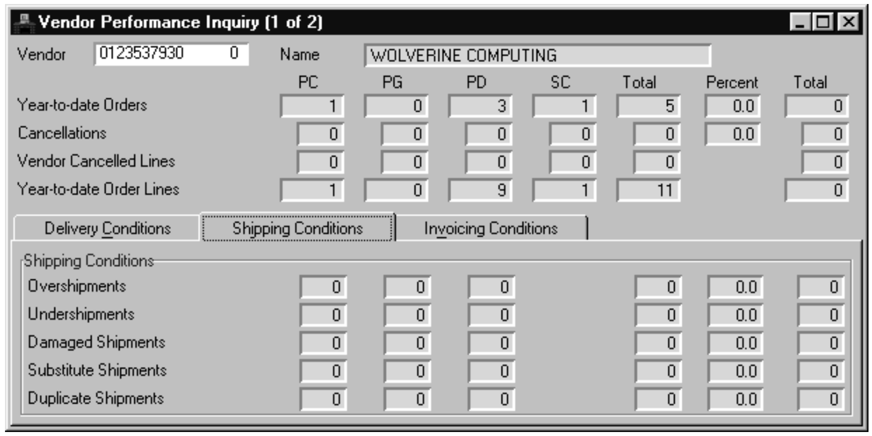

Document Cross Reference Inquiry
Document ID PD 375 D0000000002 Summary Total 387.00

	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 03662670	09 01 99		387.00		0.00
2	PD 375 D0000000002	07 20 99	E	387.00	08 30 99	0.00
3	PV 375 D0000000002	08 30 99	E	387.00	09 03 99	387.00
4	RC 375 D0000000022	08 30 99	E	387.00		0.00
5	VI 111 534RI	08 30 99	E	387.00	08 30 99	0.00
6						

Document Cross Reference Inquiry (DXRF) provides information about all documents associated with the document entered in the *Document ID* field in the header. For example, you may enter a purchase order document ID in the header, and SAM II will list all of the other documents that referenced the order (receivers, invoices, etc.). The document ID and acceptance date are displayed along with the vendor/provider (if applicable) and the closed date (if applicable) for each of the related documents. Information in this window is updated during the nightly cycle process.

Vendor Performance Inquiry (1 of 2) (VPER)

VIQ documents update the Vendor Performance Inquiry (1 of 2) table (VPER).



VPER records vendor performance. The *Special Condition* field on a VIQ affects a vendor's performance record. To see a vendor's performance record, enter the vendor's code in the *Vendor* field and use the **Browse** menu options.

Quick Vendor Invoice Modifications and Cancellations

Topic Objectives

After completing this topic, you will:

- Know how to modify or cancel a Quick Vendor Invoice document (VIQ) after it has been accepted.

Modifications Introduction

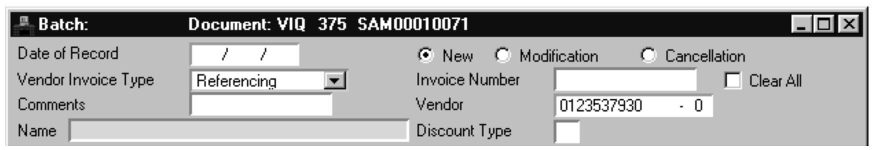
There may be special situations in which a Quick Vendor Invoice (VIQ) must be modified or cancelled. Recall from the *SAM II Document Processing* class that documents do not actually update the SAM II database until they have been accepted (status=***ACCPT***). If a VIQ you are working on needs to be modified or cancelled and the document is not yet accepted, simply open the document and make any changes required (or delete the document using the **Process** menu).

Note: In some cases it may be necessary to remove approvals that were previously applied from the document before changes or deletions can be made.

In some situations, however, a VIQ may need to be modified or cancelled *after* it has been accepted. In these cases, a SAM II modification or cancellation document must be processed and accepted.

Modification and Cancellation Documents

If an accepted VIQ document must be modified or cancelled, a new VIQ document must be created using the same *Invoice Number* as the original document. This new document is marked as either ***Modification*** or ***Cancellation*** when the document is opened, thus distinguishing it from the original vendor invoice. SAM II will send an error message if a new document is created with the same vendor invoice number as an earlier document and neither the ***Modification*** or ***Cancellation*** radio button is selected.



Modifications vs. Cancellations

Several things on a VIQ can be modified after the document has been accepted: quantities or dollar amounts invoiced, partial/final indicators, special conditions, indicators, etc. When processing modifications, you will only enter the required fields and the items being modified (i.e., if you are only changing a special condition, then do not enter any information about quantities invoiced). In addition, if changing quantities or dollar amounts, use the ***Default/Increase/Decrease*** radio buttons to denote the amount of the change.

Canceling a Quick Vendor Invoice (VIQ) document reverses all of the effects of the original entry.

Required Fields for Modifications and Cancellations

The following requirements must be adhered to when processing modifications and cancellations to VIQ documents:

New/Modification/Cancellation (radio buttons): Select either ***Modification*** or ***Cancellation***.

Invoice Number: Must be entered. The invoice number entered must be the same as invoice number on the original document. If the invoice number needs to be changed, the invoice must be cancelled and a new one entered.

Vendor: Must be entered. The vendor entered must be the same as the vendor on the original document. If the vendor needs to be changed, the invoice must be cancelled and a new one entered.

Line: If modifying a value on one of the lines, enter the line number from the original invoice.

Commodity Code: Must be entered on modifications. The commodity code does not have to be the same as the original document.

Total Lines: Required on modifications. Enter the dollar value of the total of all of the lines on the modification document.

Note: If decreasing the amount of an invoice, use the ***Dec*** indicator for the *Total Lines* field. Otherwise, either ***Def*** or ***Inc*** can be used.

Total Invoice: Required on modifications. Enter the dollar value of the entire invoice (the original invoice amount plus any subsequent modifications, including the effect of the modification you are working on).

Modifications to Commodity Lines

Commodity lines on a VIQ document can be added, changed, or deleted. When a document is modified, the appropriate entry in the *Def/Inc/Dec* (Default/Increase/Decrease) radio buttons is required for each line affected.

- This indicator is used instead of specifying negative and positive amounts in the *Quantity / SC $ Invoiced* and *Unit Cost* fields. Use the ***Inc*** button if the amount of the field will increase as a result of the modification. Use ***Dec*** if the amount will decrease. Enter the amount of the change in the field.

- If adding a new line, the ***Def*** radio button must be selected.

- If modifying the quantity or dollar amount invoiced of an existing line, ***Inc*** or ***Dec*** must be selected, as appropriate.

- If deleting a line, ***Dec*** must be selected and the original quantity or dollar amount must be decreased such that the net amount is zero.

Exercise 6: Modifying a Quick Vendor Invoice

Scenario: You just found out that the vendor is giving you a $5.00 discount on the unit cost for each of the desks that were invoiced in Exercise 1. Modify your invoice to reflect the decreased unit cost.

On your original VIQ, the desks were invoiced on line 001.

Complete the following exercise:

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ appears.

Step 7. Click on the ***Modification*** radio button.

Step 8. Enter the following information:

Invoice Number: ***Use the same invoice number you used in Exercise 1***
Vendor: ***0428961270   0***

Step 9. Enter the following information in the **Other Attributes** view:

Total Lines: ***20.00***
Total Invoice: ***305.00***

The *Total Lines* is the amount the of just the modification document ($5.00 x 4 desks = $20.00). The *Total Invoice* is the amount of the entire invoice after the modification ($325.00 - $20.00 = $305.00).

Step 10. Select the ***Dec*** radio button next to the *Total Lines* field.

Step 11. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Commodity Code: ***42521***
Unit Cost: ***5.00***

Step 12. Select the ***Dec*** radio button next to the *Unit Cost* field.

Step 13. Edit the document by selecting **Process: Edit** from the pull-down menus.

Step 14. Correct any error messages and reedit the document if necessary.

Step 15. Select **Process: Approve and Run** from the pull-down menus to run your document.

Exercise 7: Canceling a Quick Vendor Invoice

Scenario: *The VIQ you modified in the last exercise now needs to be canceled. Enter a cancellation document.*

Complete the following exercise:

Step 1. From the ***Accounts Payable*** Business Area, open the **Invoice Processing** Business Function.

Step 2. Click on the ***VIQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Vendor Invoice*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The VIQ appears.

Step 7. Click on the ***Cancellation*** radio button.

Step 8. Enter the following information:

Invoice Number: ***Use the same invoice number you used in Exercise 1***
Vendor: ***0428961270 0***

Step 9. Edit the document by selecting **Process: Edit** from the pull-down menus.

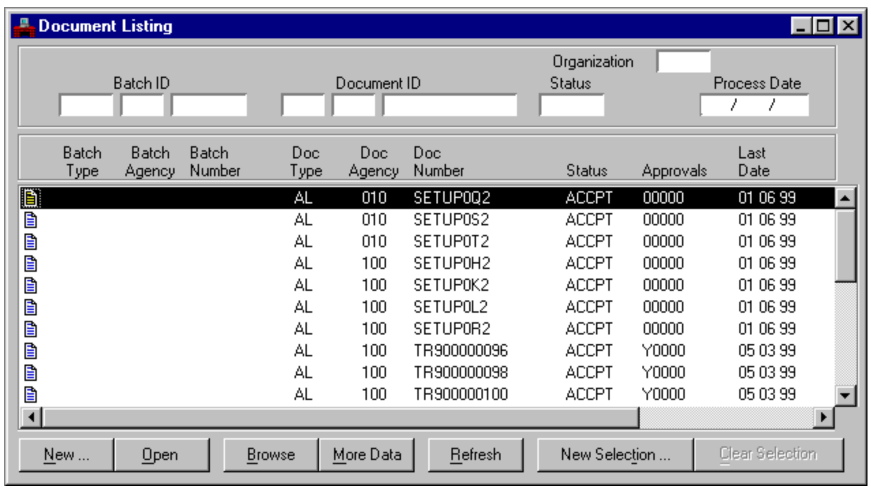
Step 10. Select **Process: Approve and Run** from the pull-down menus to run your document.

Appendix A: Using the Document Listing (SUSF)

Introduction

The Document Listing (SUSF) is a record of all the documents that are occurring in SAM II. The Document Listing allows you to review documents in the system and/or work on several documents at one time. Accepted and Deleted documents are removed from the Document Listing on a regularly scheduled timeframe (1 or 2 days).

The Document Listing (SUSF)



Document Listing Fields

The following tables list all of the fields on the Document Listing (SUSF) and a brief description of their uses:

Header Area Fields

Field Name	Description
Organization	Conditional. Allowed only for document creation. Enter the organization to be associated with the document if required for your security profile.
Batch ID	Optional. You may specify a batch to be listed by specifying a batch ID.
Document ID	Optional. You may specify the first document ID to be listed by specifying a document ID.
Status	Optional. You may limit the list of documents by specifying a document status. If no value is entered, documents with all statuses will be displayed.
Process Date	Optional. You may limit the list of documents by specifying a process date. Only documents with the process date you entered will be displayed.

List Area Fields

Field Name	Description
Batch Type	Display only. The transaction code used to identify the batch is displayed.
Batch Agency	Display only. The agency to which the batch belongs is displayed.
Batch Number	Display only. Unique identifier for the record that the system can easily access and refer to during processing and future queries.
Doc Type	Display only. The code used to identify the document type is displayed.
Doc Agency	Display only. The agency of the document is displayed.
Doc Number	Display only. The number of the document is displayed.
Status	Display only. The status of the suspended document is displayed.
Approvals	Display only. The required approval levels and statuses of the document are displayed.
Last Date	Display only. The last date that the document was updated is displayed.
Last user	Display only. The identification number of the last user to update the document is displayed.
Process Date	Optional. Enter a date to schedule future processing for the document or batch of documents. Note: SAM II users can enter the process date only by selecting the field and pressing the Escape key. After the new date has been entered, select the **Change Date** command from the **Process** menu.

To search for a specific document, enter the document number in the *Document ID* line at the top of the window, then select the **Browse** button. SAM II will find the document you are searching for and display it on the top line of the Document Listing.

On the Document Listing, documents are sorted by Document type and Document number. The Document Listing displays 30 documents at one time. You can scroll down through the list of documents to view the entire set. Select the **More Data** button to see the next set of documents.

Methods for Processing

The pull-down menus and buttons associated with the Document Listing let you perform a number of tasks. The main types of tasks are as follows:

- entering and processing batches or documents in SAM II
- reviewing batches or documents that have been entered into SAM II
- scanning for specific batches or documents in SAM II

You can use the Document Listing buttons to perform the following actions:

- **New**: Create a new batch/document
- **Open**: Open an existing batch/document
- **Browse**: Display a list of entries
- **More Data**: Display the next set of entries
- **Refresh**: Display the current entries again (to see changes in a document's status)
- **New Selection**: Open the Document Selection window, where you can specify search criteria
- **Clear Selection**: Clear the current Document Selection choices

You may also use the **Process** menu to perform various actions on the selected document, including processing, copying, approving, and deleting/undeleting.

Freeing a Document

When a user is working with a document, SAM II prevents any other users from accessing it simultaneously. Occasionally, an editing session may be disrupted in a way that leaves the document locked as if you were entering information into it, even though you are not. When this occurs, the system will not allow you to open the document again until you ***free*** the document, indicating that the lock on it should be removed. A document needs to be "freed" if you attempt to open it and receive the message ***Doc in Use by Another User***. You will need to use this command in the event that your building has a power outage or network failure.

This command removes any lock on a document to which it is applied, including locks that are set because someone else is actively editing the document. Before freeing a document, make certain that the lock you are removing is not one that reflects active use by another user.

Freeing a Document

Follow the steps below to free a document

Step 1. From the Document Listing, highlight the line of the document you want to free.

Step 2. From the **Process** menu, select the **Free** command. A message will appear telling you the document has been freed. Your document is now free and you can continue to work with it.

Reviewing and Approving Documents on the Document Listing

The Document Listing shows the status of all documents. Documents with statuses of ***REJCT***, ***SCHED***, ***PEND#***, or ***HELD*** can be retrieved from the Document Listing for editing and approval.

When the Document ID of the document you wish to review is known, it can be opened using the following method:

Step 1. Enter the document ID of the document you wish to review in the *Document ID* fields at the top of the window.

Step 2. Click on the **Browse** button. The document you entered appears on the first line.

Step 3. Click on the **Open** button at the bottom of the window.

Note: You may also open a document by double-clicking on the document line from the Document Listing.

Step 4. After reviewing the document, select the **Approve** option from the **Process** menu.

Step 5. Click on the **[X]** in the upper right corner of the document window to close the document and return to the Document Listing.

You may also edit, approve, and run an entire batch of documents directly from the Document Listing. Browse for the batch using the *Batch ID* fields at the top of the window. When found, highlight the batch and use the **Process** and **Approvals** menu options from the **Process** menu. All documents should be reviewed before being run.

Browsing the Document Listing

You may also browse the Document Listing for documents that match certain criteria by entering a partial key in the Document ID fields. For example, you may browse the document listing to view a list of RXQ documents entered for a specific agency.

Use the following steps to browse the document listing:

Step 1. Enter a partial key in the *Document ID* field at the top of the window, for example, only a type and agency.

Step 2. Select the **Browse** button. The first document of that type for the particular agency is highlighted followed by a list of other documents sorted by Document Number.

Step 3. Use the scroll-bar at the right of the window to view the documents available.

Step 4. Select the **More Data** button to refill the screen with the next set of entries that match the partial key that you entered above.

Using the Document Selection Window

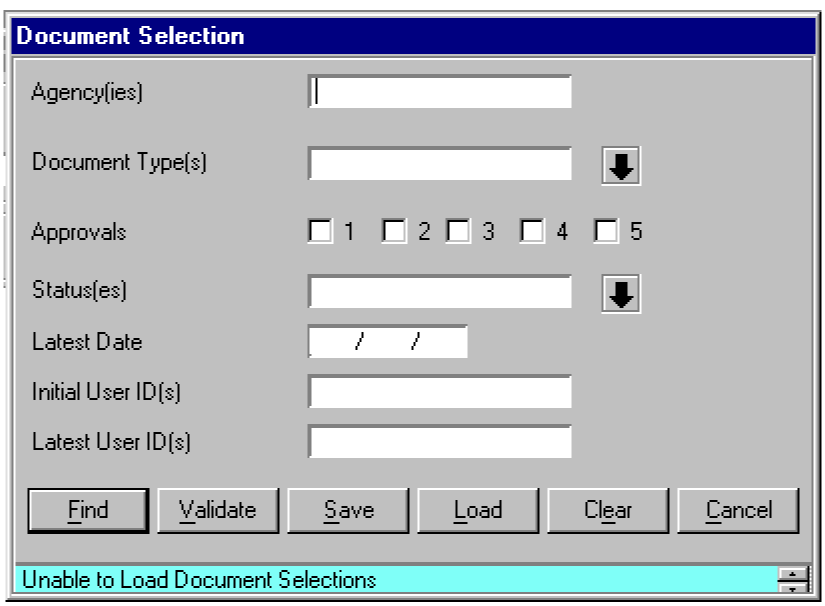
The Document Selection window provides a way to find and open documents on the Document Listing. Using Document Selection, you can specify search criteria to find certain types of documents. For example, you can use Document Selection to find only Purchase Orders with a status of ***HELD.***

Document Selection allows you to list the documents according to some selection criteria. This is very useful because it allows you to selectively list only a few documents (which meet some selection criteria) from a potentially large list of documents.

It is quite possible that you will have a "usual" set of selection criteria, depending upon your designation. For example, you might want to list a set of document types pending your approval. Document Selection provides a feature to specify this "usual" selection criteria (or "profile"), save it, change it and use it for displaying documents.

To open the Document Selection window, select the ***New Selection*** button from the Document Listing.

Document Selection Window



Document Selection Commands

Find

The **Find** button will do the document selection and return you to the Document Listing, using the criteria specified on the window.

Validate

Clicking on the **Validate** button will validate the values specified in the Document Selection window. This will send the specified selections to the server for validation. If there are errors (invalid User ID, for example), they will be displayed on the status bar. The user can modify the selections to correct the errors and validate again.

Save

When you click on the **Save** button, a save window pops up, allowing the user to save the preferences in a ***.wfl*** file to load later. You should typically validate the selection criteria before saving it, even though validation is not mandatory.

Load

You can load the profile you saved by clicking on the **Load** button. A window appears that will allow the user to select one of the .wfl files to load the profile from.

Clear

The **Clear** button will clear all the selections on the Document Selection window, so that the user can specify new values. It does not change the saved values.

Cancel

The **Cancel** button returns you to the Document Listing without making any selections.

Selecting Document Selection Preferences

Step 1. Click on the **New Selection** button from the Document Listing.

Step 2. Enter the search criteria using the keyboard and the pulldown menus. All of the criteria are optional. You may make selections as broad or as detailed as desired:

Agency: Enter an agency or a list of agencies (separated by semicolons).
Document Type(s): Using the Select Choices window, select the document types you wish to view.
Approvals: Use the checkboxes to indicate the pending approval levels you wish to view.
Status(es): Using the Select Choices window, select the statuses of the documents you wish to view.
Latest Date: Enter the date of processing for the documents you wish to view.
Initial User ID: Enter the user ID of the person that created the documents you wish to view.
Last User ID: Enter the user ID of the last person to touch the documents you wish to view.

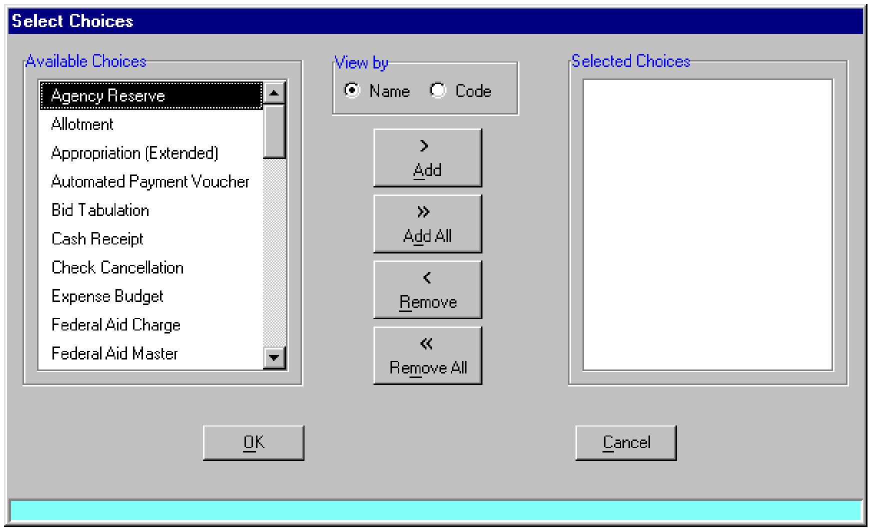
Step 3. (Optional) Select the **Save** button to save the criteria you have just selected. If you save the criteria, you can select the **Load** button later to use the search criteria again without repeating the selection process.

Note: Saving preferences may be useful for users that need to view certain types of documents on a regular basis. Save your preferences to your c:\ drive with the **.wfl** file extension.

Step 4. Select the **Find** button. The Document Listing appears, displaying only the documents that match the criteria you have indicated.

At this point, you can select the documents and work with them.

Select Choices Window



When selecting the status and document type criteria from the Document Selection window, you will click on the arrow icon button. When the arrow is clicked SAM II will open up the Select Choices window. This window presents a list of available values, from which you can select.

The ***View by Name/Code*** panel displays the choices either in the long form (View by Name) or in the short form (View by Code).

The ***Available Choices*** are displayed in a list box on the left side of this window. You can select a choice and click on the **Add** button to add it to the ***Selected Choices***, displayed on the right side. Similarly you can simply click on **Add All** to add all the ***Available Choices*** to the ***Selected Choices***. The **Remove** button deletes the selected row from the ***Selected Choices*** list. **Remove All** deletes all the selected choices.

Once the values are chosen by clicking the **OK** button on the Select Choices window, these are displayed in the appropriate fields in the Document Selection window, separated by semicolons.

Appendix B: Agency Identifiers

The following list of agency identifier codes can be used on the Check Category (CCAT) table.

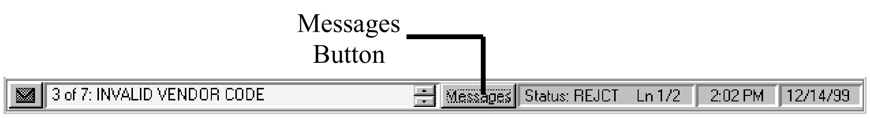
Agency Identifier	Agency
A	Legislature
B	Judiciary
C	Public Defender Commission
D	Governor
E	Lt. Governor
F	Secretary of State
G	State Auditor
H	State Treasurer
I	Attorney General
J	Office of Administration
K	Department of Agriculture
L	Department of Insurance
M	Department of Conservation
N	Department of Economic Development
O	Department of Elementary and Secondary Education
P	Department of Higher Education
Q	Department of Health
R	Department of Transportation
S	Department of Labor and Industrial Relations
T	Department of Mental Health

U	Department of Natural Resources
V	Department of Public Safety
W	Department of Revenue
X	Department of Social Services
Y	Department of Corrections
Z	Reserved for new agency
0	Statewide: non-agency specific
1	Department of Social Services
2	Department of Transportation
3-9	Reserved for future use

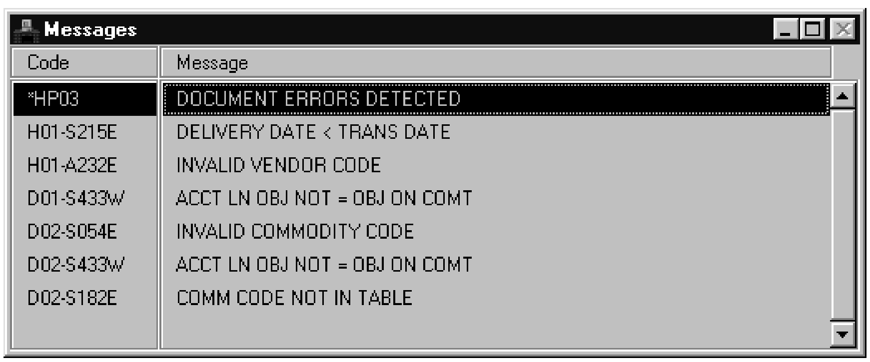
Appendix C: Error Message Correction

Status Bar and Error Messages

Informational and error messages reside on the status bar in the leftmost field. Sometimes several messages appear in the status bar. The first message is displayed, along with the total number of messages. You can scroll through the list of messages and see each one individually using the small up and down arrow buttons to the right of the messages, or you can click on the **Messages** button to view multiple messages in the Messages window.



Messages Window



Message Prefixes

When SAM II detects errors within a document, messages with two types of prefixes can be returned: ***H*** and ***D***.

Header Errors

A message that begins with an ***H*** indicates that the error received applies to something in the Header, *Other Attributes*, or *Accounting Details* view of the document.

Detail Errors

A message that begins with a ***D*** indicates that the error received applies to one of the detail lines on the document. A 2 or 3 digit number follows the ***D***. This number indicates the line number where the error can be found. Note that the 2 or 3 digit number refers to the line number according to the line counter in the status bar, not necessarily the user assigned line number. For example, a message beginning with ***D04*** corresponds the fourth detail line.

Message Suffixes

When SAM II detects errors within a document or table, messages with three types of suffixes can be returned: ***E***, ***O***, and ***W***.

Hard Errors

A message with an ***E*** as the suffix is a hard error. This means that processing of the document or table will not continue until you correct these errors.

Overrideable Errors

A message with an ***O*** as the suffix indicates an overrideable error. Depending on your security profile, you may or may not have the ability to override this error and allow processing to continue.

Warning Messages

A message with a ***W*** as the suffix indicates a system warning message. These messages are notifications and informational messages for your benefit. Processing can continue even if no action is taken.

Extended Error Messages

If you need more information about a particular message listed in the Messages window, double-click the message. The Error Message Explanation window appears, offering a detailed description of the error and how to correct it.

Error Message Explanation Window